

American Society For Engineering Education Annual Conference
Washington State Convention Center
June 14 - 16, 2015

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GES Information and Order Forms

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

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Official Service Provider

Global Experience Specialists, Inc. (GES)
7000 Lindell Road
Las Vegas, NV 89118-4702

Phone (in USA): 800.475.2098
FAX (in USA): 866.329.1437
Contact us Online: www.ges.com/chat

International Calls: 702.515.5970
International Faxes: 702.263.1520

GES will be onsite at your show to assist you in coordinating any last minute services, ordering additional products and answering any questions you may have.

Show Information

Booth Size: 10' X 10'
Backwall Drape: Black/White
Sidewall Drape: Black
1 - Booth ID Sign

Important Dates *Be sure to check all order forms for additional deadlines*

Discount Deadline Date

Monday, May 25 GES orders must be received with payment by this date.

Installation

Saturday, June 13 8:00 AM - 5:00 PM
Sunday, June 14 8:00 AM - 3:00 PM

Please take notice - this event moves in on overtime, all applicable surcharges will apply

Show Hours

Sunday, June 14 6:00 PM - 7:30 PM
Monday, June 15 10:30 AM - 5:00 PM
Tuesday, June 16 8:45 AM - 5:00 PM

Dismantle

Tuesday, June 16 5:00 PM - 9:00 PM
Wednesday, June 17 8:00 AM - 12:00 PM

Please take notice - this event moves out on overtime, all applicable surcharges will apply.

Empty Container Return

Tuesday, June 16 5:00 PM Start time for Empty Container Return.

Carrier Check-in Post-Show

Wednesday, June 17 11:00 AM Carriers post-show must be checked-in by this time.

Facility Clear

Wednesday, June 17 12:00 PM All exhibitor materials must be removed.

Shipping Addresses *Use Provided Shipping Labels in this Exhibitor Services Manual to Expedite Handling*

Consign all **domestic** shipments c/o GES. Please do **not** consign **international** shipments c/o GES. Contact our international division at: GESLogistic_international@ges.com. GES will not act as Importer of Record (IOR) or Ultimate Consignee regarding exhibitor freight and will not provide a Power of Attorney to any entity regarding exhibitor freight.

Advance Shipments to Warehouse:

c/o GES
American Society For Engineering Education Annual Conference
(Your Company Name & Booth Number)
4060 Lind Avenue SW
Renton, WA 98057
USA

Shipments should arrive on or between:

May 12 - June 10, 2015
Hours for receiving are Monday - Friday, 7:30 AM - 3:30 PM
The GES Warehouse will be CLOSED Monday, May 25, 2015 in observance of Memorial Day.

Direct Shipments to Exhibit Site:

c/o GES
American Society For Engineering Education Annual Conference
(Your Company Name & Booth Number)
Washington State Convention Center
800 Convention Place
Seattle, WA 98101
USA

Shipments should arrive on:

June 13, 2015, 8:00 AM - 5:00 PM
June 14, 2015, 8:00 AM - 3:00 PM

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Order Directly Online:

<https://e.ges.com/061600134/esm>

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We have designed this form to help you better understand the role of the Official Service Provider, the services we offer and to provide tips to maximize your cost savings.

What is an Official Service Provider?

GES has been selected as the Official Service Provider by the show organizer to design and produce your show. Because of the many areas that GES is involved in at the show, we are familiar with the key individuals managing your event. If at any time during the planning process you are unsure where to turn, just ask us – we're at your service.

Many Exhibitors are not aware of the depth and breadth of products and services offered by GES. Because we have insight into and control of the entire show process, we can generally save you time and money by assisting in your pre-show planning.

GES Show Services

Booth Furniture and Accessories

The booth furniture and accessories brochure showcases a wide variety of both standard and specialty furniture. All items rented from GES will automatically be delivered to your booth and picked up at the close of the show, with no material handling charges incurred by you.

Booth Carpet

GES offers a wide variety of carpet selections. The booth carpet brochure covers carpet choices from standard to custom color, size, grade, padding and booth cleaning.

Custom Exhibits

Let GES design and build an extraordinary custom exhibit that will deliver your marketing message. Please visit our design gallery at www.ges.com.

Rental Exhibits

Our hassle-free rental program gives you a customized look without the long-term commitment of purchasing an exhibit. Please visit our design gallery at www.ges.com.

Installation and Dismantle Services

If you already own an exhibit, or plan to purchase one, you will need to arrange for installation and dismantling of your booth. As the Official Service Provider on this show, GES provides you with the best labor and on-site personnel from move-in to move-out.

Graphics

Give visitors to your exhibit a great first impression by displaying captivating graphics and signs.

Shipping

GES can manage your transportation without a hassle. We offer simplified rates, online tracking, and single invoicing. Call to have your "shipping made easy."

Lighting and Rigging

A great way to maximize your visibility on the show floor is by creating mood and movement in your booth through lighting.

Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

How Can I Order My Show Services?

Expresso is GES' planning, ordering and management system. You can order everything you need for your tradeshow exhibits, view account order history, download the show schedule and so much more.

Step 1: Go to <https://e.ges.com/061600134/esm>

Step 2: Find your show by typing the show name into the search box and selecting it.

Step 3: Browse products and services and make your selections. When you add the first item or service to your cart, you will be prompted to sign in or create an account if you have not ordered on Expresso before.

Step 4: When you're ready to complete your order, click your shopping cart and submit the required information.

GES National Servicer®

The GES National Servicer® provides consistency and continuity of customer service for exhibitors at all GES shows, offering the following services:

- Single point of contact for all GES shows
- Coast to coast time zone coverage
- Personalized exhibitor service for all pre- and post-show orders

7000 Lindell Road
 Las Vegas, NV 89118
 Phone: 800.475.2098 / Fax: 866.329.1437
 International Phone: 702.515.5970 / Fax: 702.263.1520
 Online Chat: www.ges.com/chat

GES Servicer®

Once you are at the show, the GES Servicer® is onsite to place any last minute orders and provide show information.

Exhibitor Services

Our Exhibitor Services organization is the service team responsible for answering exhibitor questions, processing your orders and handling any special requests. They are the conduits between production, operations and your exhibiting needs. Regardless of your request, you can contact them for advice and information about the show – if they don't know the answer, they will find it!

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



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As your tradeshow partner, our goal is to provide you with hassle-free service so you can get on with your show. Even if you use an Exhibitor Appointed Contractor, you should have a basic working knowledge of the Exhibitor Services Manual contents and information.

By following the information below, you will enjoy a smooth trade show experience.

Ordering Trade Show Services

- Please include your complete customer information on each order form including address with zip code, phone and fax numbers, e-mail addresses, company, and contact name and most importantly, booth number. If you have multiple booth locations, please complete separate order forms for each location (booth, meeting room, etc.).
- Please ensure that the credit card information is complete and correct including the expiration date.
- When ordering carpet, draped tables or counters remember to select the colors you desire.
- Please make sure that the size of the carpet you order is appropriate for your booth space (e.g.; do not order a 10' x 20' carpet for a 10' X 10' booth).
- Keep the total square footage of your booth space in mind when you order your decorating items. Don't order more than will comfortably fit in your booth and still allow you to do business.

Inbound - Move In

- Confirm your furnishings orders with the GES National Servicer[®] www.ges.com/chat. You should receive a confirmation of your order within 3-5 days of placement.
- **Refer to the Special Handling brochure to ensure that you do not incur special handling charges. You may want to share this brochure with your carrier.**
- Keep the phone number of your carrier with you, including weekend contact and tracking numbers.
- Have your hotel information available, including phone number, address etc.
- After emptying crates, place empty labels on all sides of your crates and cases. Remember to remove old empty labels. Additionally, empty labels are sometimes color coded, so make sure you get the correct color and be sure your booth number is on each label.

Showsite

Put together a trade show survival kit to include in your freight or carry with you, including:

- Small Tool Kit
- Stapler, Scissors, Tape
- Pens & Markers for labels
- First Aid Kit
- Bottled Water

Work Zone

- Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Outbound - Move Out

- Keep in mind, the return of empty containers varies depending on the size of the show, so coordinate your outbound flight to accommodate this. GES does not provide security at show site. It is the Customer's responsibility to stay with their property. GES is not responsible for loss or damage to property left in the Customer's booth at any time for any reason.

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Safety is very important for everyone working in the Exhibit Hall.

Global Experience Specialists, Inc. (GES) values safety throughout our organization and demonstrates it in the work we perform. By following the safety guidelines below you will be doing your part in creating a safe work environment.

Safety Guidelines:

- Only authorized personnel and employees allowed, all others are prohibited.
- This is an active work zone.
- All exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas.
- Stay clear of heavy machinery.
- Never stand on furniture.
- Wear closed toe shoes.
- Clean up or report spills.
- Keep aisles free and clear of any and all debris.
- Practice good housekeeping.
- Check electrical cords for damage.
- Protect valuables at show site.
- Report any fires immediately.

If you notice anything unsafe please contact a GES employee immediately.

During move in and move out individuals under the age of 18 are prohibited from being on or around the show floor. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.



STOP. THINK. SAFETY.

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Union Information

To assist you in planning your participation in your show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

Exhibit Labor

GES offers experienced union labor exclusively through the Pacific Northwest Regional Council of Carpenters to assist with the installation of your exhibit booth(s). A full-time employee of the exhibiting company may set their own exhibit provided that the booth space is no larger than 10'x20' and one person can accomplish the task without the use of power tools or ladders. Also it is permissible for one (1) full time, company employee to supervise GES Carpenters on the work, or GES will provide a foreman for that function at applicable rates.

Freight Handling Jurisdiction

GES has the responsibility of receiving and handling all exhibit materials and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth, safe, and efficient move-in and move-out of the exposition. Exhibitors may hand-carry their own materials into the exhibit hall through the hand carry entrance. The use of mechanical equipment by exhibitors is not permitted. Access to the loading docks will be controlled by GES in order to provide for a safe and efficient move-in and move-out. GES will not be responsible, however, for any materials we do not handle.

Gratuities

Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

GES requests that exhibitors do not tip (such practices as giving money, merchandise, or other special consideration for service rendered) to our employees. Do not give coffee breaks other than mid-morning and mid-afternoon, when employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a GES supervisor. Employees of GES are paid at an excellent wage scale and thus, tipping is strongly discouraged as not being an accepted policy of GES. This applies to all GES employees.

Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Always Honest Hotline

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

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**GES Terms & Conditions are subject
to change at GES' sole discretion
without notice to any parties.**

I. Definitions

GES: Global Experience Specialists, Inc., is hereinafter referred to as GES and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE) and/or Trade Show Rigging (a/k/a TSR) and their employees; **Agents:** GES' agents, sub-contractors, carriers, and the agents of each; **Customer:** Exhibitor or other party requesting Services from GES; **Goods:** Exhibits, property, and commodities of any type for which GES is requested to perform Services; **Carrier:** Motor carrier, van line, air carrier, or air or surface freight forwarder; **Shipper:** Party who tenders Goods to Carrier for transportation; **Cold Storage:** Holding of Goods in a climate controlled area; **Accessible Storage:** Holding of Goods in an area from which Goods may be removed during shows; **Services:** Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; **Show Site:** The venue or place where an exposition or event takes place; **Supervised Labor (OK TO PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES; **Un-Supervised Labor (DO NOT PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

II. Scope

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

III. Customer Obligations

- Payment for services.** Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.
- Credit Terms.** All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. GES retains its right to hold Customer Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 1/2% per month until paid.

IV. Mutual Obligation Indemnification

a. **Customer to GES:** Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subcontractor or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE SHOW SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK.**

b. **GES to Customer:** To the extent of GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

V. DISCLAIMER AND LIMITATION OF LIABILITY

UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL INDIRECT OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME. GES SHALL BE LIABLE, SUBJECT TO THE LIMITATIONS CONTAINED HEREIN, FOR LOSS OR DAMAGE TO GOODS ONLY IF SUCH LOSS OR DAMAGE IS CAUSED BY THE DIRECT NEGLIGENCE OR WILLFUL MISCONDUCT OF GES. CLAIMS PRESENTED FOR LOSS OR DAMAGE ARISING OUT OF INCIDENTS REFERENCED IN SECTION VI HEREIN WILL BE DENIED.

VI. No Liability for Loss or Damage to Goods

- Condition of Goods:** GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
- Receipt of Goods:** GES shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
- Force Majeure:** GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.
- Cold Storage:** Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
- Accessible Storage:** GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
- Unattended Goods:** GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.
- Empty Storage:** GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.
- Forced Freight:** GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to

ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.

- Concealed Damage:** GES shall not be liable for concealed loss or damage including but not limited to: glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.
- Unattended Booth:** GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.
- Hanging items from Booth:** Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials (this includes but is not limited to GES panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

VII. Measure of Damage

- Sole Relief:** If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.
- Labor:** GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

VIII. Miscellaneous

- Insurance. GES IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE.** It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and/or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.
- Notice of Loss or Damage:** In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.
- Filing of Claim:** Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim. Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within thirty (30) days after the close of the show. Claims for Goods alleged to be lost or damaged during transit must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading. In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.
- Filing of Suit:** Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declaration of any part of a claim (logistics claims excluded).

IX. Jurisdiction, Choice of Forum

These Terms and Conditions of Contract shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

X. Advanced Warehousing/Temporary Storage/Long Term Storage

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer Goods. The responsibility of GES with respect to Customer Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to \$.60 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Customer Goods. The risk of loss remains Customer's alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

Need Assistance?

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Order Directly Online:

<https://e.ges.com/061600134/esm>

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 June 14 - 16, 2015

SEATTLE FIRE DEPARTMENT RULES & REGULATIONS FOR EXHIBITS

1. All decorations, drapes, signs, banners, plastic displays, hay, split bamboo, combustibles, etc. **must be flame-retardant and accompanied by a Flame Certificate that verifies that they are flame-retardant.** Wood panels greater than 1/4" original thickness are considered flame-resistant. The use of oilcloth, tarpaper, sisal paper, nylon, Orlon, and certain synthetic materials cannot be made flame resistant, and **their use is strictly prohibited.**
 2. Special Effects permits are required for indoor fireworks, etc. Each of these effects will be subject to extensive review and will be handled on a case-by-case basis. Permits are not required to use smoke machines or lasers. Smoke machine usage must be communicated to the Fire Marshal and Convention Facilities Event Manager in case it becomes necessary to authorize deactivation of smoke sensors.
 3. Displayed vehicles must be indicated on submitted floor plans and are subject to the following restrictions:
 - a. Fuel in tanks is limited to a maximum of ¼ tank or five (5) gallons, whichever is less. Diesel fuel tanks are limited to a maximum of ¼ tank. **Vehicles with no or non-functioning fuel gauges will not be allowed in public assembly areas without prior approval by the Fire Marshal.**
 - b. Battery cables must be disconnected, with the cable ends taped over to prevent sparking.
 - c. Fuel tank fill caps must either be lockable or taped shut.
 4. Deep fat fryers can be used under the following conditions without prior approval or permit:
 - a. Maximum capacity 1 gallon.
 - b. Fire extinguisher readily available in the booth with a minimum UL rating of [Class "K".] This fire extinguisher is in **ADDITION** to any built in suppression system.
 - c. A metal cover capable of covering the deep fat fryer shall be readily available in the booth.
- NOTE: Deep fat fryers with a capacity of more than 1 gallon require advance approval from the Fire Marshal.
5. Candles may only be used in public assembly areas if under permit for Open Flame, and only within an approved container (specific conditions apply). Sterno does not require a permit.
 6. LPG (Propane) and CNG (Compressed Natural Gas) are prohibited in the Convention Center. Exception: 8-oz. butane canisters, which are used in conjunction with tabletop burners. Each exhibit booth is limited to one 8-oz. canister. If additional canisters are needed, they must be stored outside the building in an area that is acceptable to the Fire Department and the Convention Facility. (Specific approval is required for any cooking within a booth)
 7. Combustible storage is not allowed on the event floor. Combustible storage is specifically prohibited in dead areas, behind booth drapes or in unsold areas. Empty cardboard boxes intended for repackaging must be removed from the event floor. Booth storage of literature/brochures is limited to full boxes that can be easily stored under tables in the booth.
 8. Helium, Nitrogen, Oxygen and Nitrous oxide tanks are allowed on the event floor with prior approval by the Fire Marshal. Tanks must be properly labeled for contents and firmly secured in the upright position, with valves protected against damage. Nitrous oxide and Oxygen tanks over 250 cubic feet are prohibited. Oxidizing gases (Oxygen or Nitrous oxide) in amounts in excess of 503 cubic feet may only be used in public assembly areas under permit for Hazardous Materials.

Exhibit Hall Guidelines:

1. All fire hose cabinets and fire extinguishers must be visible and kept clear and readily accessible during move-in, show days and move-out. The issue of visibility and ease of access to fire equipment applies to the event floor as well as service corridors.
2. Large covered booths [over 100 square feet] require that the floor plan and booth plan be pre-approved by the Fire Marshal. Booths up to 300 square feet require a 2A 10BC fire extinguisher and a smoke detector.

NOTE: In covered booths over 300 square feet, the Fire Marshal will require that a fire suppression system be installed in the booth.

Multi-Level and Covered Exhibit Booths:

This information is provided as a general guideline of the policies pertaining to the installation of a multi-level or covered booth. These regulations are described in the National Fire Protection Act (Section 12.7.4.3.7), as applied by the Seattle Fire Department, as well as in the Seattle Building Code and Convention Facility Policy. Facility Clients, Exhibit Managers, Show Decorators, and/or General Service Contractors are responsible for ensuring

that all exhibitors are aware of and comply with these regulations. The review process for covered or multi-level booths should be started early to ensure approval before the start of the show. Please contact your GES, Global Experience Specialist, if you have questions regarding this information or the overall process

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



American Society For Engineering Education Annual Conference
Washington State Convention Center
June 14 - 16, 2015

Definitions

Covered Booth: A booth that has any material or object placed over or upon the exhibit is considered a covered booth. (e.g. roof, canopy, tent, Moss fabric, etc.)

Multi-level Booth: An exhibit that has a second level or tier constructed on top of the exhibit or portion of the exhibit, is accessed by stairs, and can be occupied by persons is considered a multi-level booth.

Covered Booths of 100 to 299 square feet

Booth plan must be reviewed and approved by the Fire Marshal at least 3 months in advance. A detailed .pdf drawing of the proposed exhibit, to include exact dimensions of covered area Minimum of (1) "2A 10BC" rated fire extinguisher must be placed within the covered area. A smoke detector must be placed at the highest point of each covered area. There must be a means of turning off electrical power to the booth during non-show hours.

Covered & Multi-level booths of 300 square feet and above

In addition to the above requirements, the following will apply: A minimum of 3 months lead-time may be required for the approval process. An approved temporary automatic fire suppression sprinkler system must be installed.

The following information needs to be provided to the Fire Department Engineer:

- a. Name and contact information for the licensed & qualified sprinkler contractor.
- b. Engineer certified plans of the sprinkler head locations, pipe sizes, and flow calculations.

The exhibitor is allowed to select the qualified provider of their choice to design and install their in-booth sprinkler system.

Convention Center's selected life safety system contractor must connect the booth system to the facility's life safety system. Please contact the Facility Representative for an estimate of charges.

ALL Multi-level booths of any square footage

A Temporary Structure Permit must be obtained from Seattle Department of Planning and Development (DPD). Contact Joel Lehn at (206) 684-8600 or joel.lehn@seattle.gov.

The following information needs to be submitted to DPD at least 3 months in advance:

- a. Completed DPD application form and associated fees
- b. (2) Sets of stamped engineering drawings for DPD
- c. Letter of Structural Integrity
- d. DPD may require an onsite field inspection of the completed structure.
- c. (1) Set of drawings in .pdf format e-mailed to the CONVENTION FACILITY Events Representative

Special Considerations

Approval of a covered or multi-level booth plan is contingent upon final approval of the overall exhibit hall floor plan submitted by show management.

Coverings constructed of open grate or mesh greater than ¼ inch or a UL listed drop out ceiling may be exempt from the sprinkler requirement.

It is suggested that covered booths of less than 100 square feet submit plans to the GES, Global Experience Specialist, for review.

A series or combination of covered areas, whether in one booth or adjacent booths, must be separated by a minimum of 10 feet.

An exhibit that fails to comply with these regulations will not be allowed to install for the event.

Additional Fire Department Permits that May Be Required*:

Open Flame	Code #1102
Special Effects	Code #7801 and/or Code #7802
Flammable Liquid	Code #8020
Oxidizing Gases (Temporary Hazardous Materials)	Code #8208

*A complete listing of fees, appropriate applications and additional information may also be found on-line at: <http://www.cityofseattle.net/fire/FMO/fmo.htm>

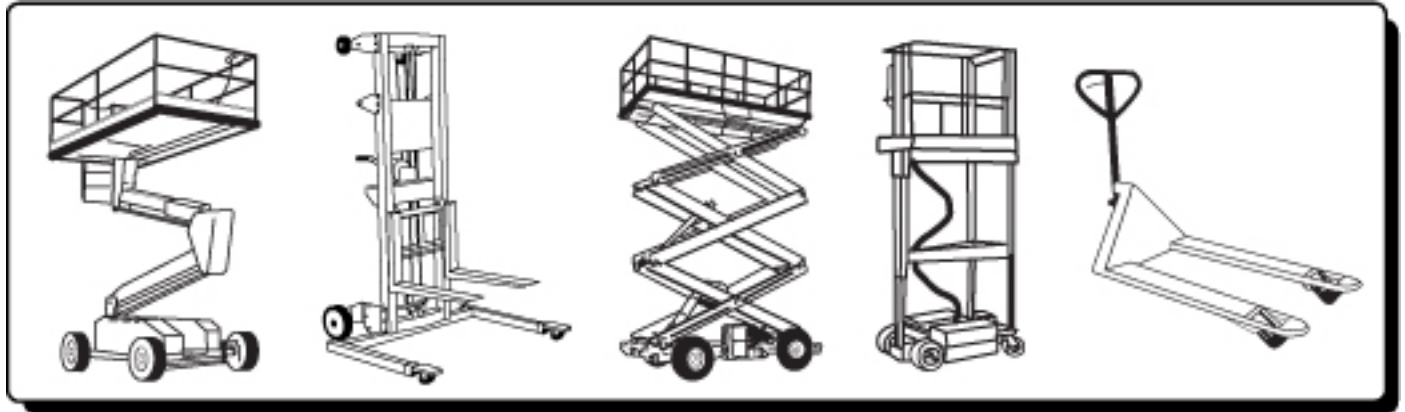
Seattle Fire Department Fire Prevention Division

Phone: (206) 386-1331

Fax: (206) 386-1348

American Society For Engineering Education Annual Conference
Washington State Convention Center
June 14 - 16, 2015

ATTENTION ALL EXHIBITORS!



The operation or use of all motorized lifting equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.

The operation or use of motorized or mechanical equipment, including mechanical scooters and carts, is not permitted by exhibitors or their appointed contractors for material handling. The use or prohibition of motorized scooters is controlled by and subject to the facility's rules, regulations and guidelines.

ALL LIFTS, SCOOTERS, PALLET JACKS, DOLLIES AND MANPOWER MUST BE PROVIDED BY THE OFFICIAL SERVICE PROVIDER.

Scooters and carts may only be used by the individuals to whom the scooters and carts are issued. GES equipment is for use by GES employees only. Please **do not** take it for your use.

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Thank you for your complete cooperation.

American Society For Engineering Education Annual Conference
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June 14 - 16, 2015

ATTENTION:

PETROLEUM SURCHARGE INFORMATION

Increased petroleum costs have impacted every facet of our business, from the cost of carpeting, plastics, visqueens, graphic substrates, propane & diesel fuel.

While the cost of gasoline has fluctuated greatly in recent months, the costs for other petroleum based products still are at record levels. GES has enacted a petroleum surcharge to partially recover the increased costs related to petroleum.

The Petroleum Surcharge will result in a 3% increase on all services published in the exhibitor services manual with the exception of GES Logistics, which already has a fuel surcharge built into the rates. These charges will be shown as a separate line item on your GES invoice.

GES thanks you for your continued support and patience during this critical time.

TO BE COMPLETED BY EXHIBITOR

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

American Society For Engineering Education Annual Conference
 Washington State Convention Center
 June 14 - 16, 2015

Form Deadline Date:
 May 14, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as "exclusive" to a designated provider, or by the show organizer in a contract as an exclusive service for the "general or official" service provider or other third party.

No EAC will be allowed to work in an Exhibitor's booth if this Notice of Intent to Use EAC (Form L-3), a valid Certificate of Insurance and the Agreement and Rules and Regulations between GES and the EAC (Form L-4) is not completed by an authorized representative and received by GES by the deadline indicated above. This Notice of Intent to Use EAC must be completed for every third party (as well as any other third party ordering or requesting services from GES on behalf of Exhibitor) at the above show. Multiple booths are not to be listed on one form.

Exhibitor Appointed Contractor: _____			
Contact Name: _____	Cell Phone: _____		
Street Address: _____	Email: _____		
City: _____	State: _____	Zip: _____	
Office Phone: (area code) _____	Fax: (area code) _____		
Description of Proposed service for Exhibitor: _____			

This form will only be accepted if it is executed by an authorized representative of the exhibiting company, and must include:

- An executed Agreement and Rules and Regulations between GES and EAC.
- A valid certificate of insurance prepared by the EAC's insurance agent with the minimum coverages as set forth in the Agreement and Rules and Regulations between GES and EAC.

<div style="border: 1px solid black; padding: 2px; display: inline-block;">PLEASE SIGN</div>	X	
AUTHORIZED SIGNATURE		
AUTHORIZED NAME - PLEASE PRINT	DATE	

GES shall have no liability to any party for damage or injuries caused by Exhibitor or its third party agents. It is the Exhibitor's responsibility to provide its EACs with all show rules and regulations as set forth in the Exhibitor space lease and the Exhibitor Kit/Service Manual. Exhibitor agrees to indemnify and defend GES for the actions of its agents and exhibitor appointed contractors. The Exhibitor agrees that it is ultimately responsible for all services in connection with the exhibit, including freight, rentals and labor. Exhibitor agrees to be responsible for any losses, damages or injuries that are caused by or attributed to EACs that are not covered or provided by EAC's insurance.

Need Assistance?

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Order Directly Online:
<https://e.ges.com/061600134/esm>

061600134

Return with Certificate of Insurance to: Global Experience Specialists, Inc. (GES), Exhibitor Services, 4060 Lind Avenue SW, Renton, WA 98057

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

American Society For Engineering Education Annual Conference

Form Deadline Date:

Washington State Convention Center

May 14, 2015

June 14 - 16, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

The undersigned Exhibitor Appointed Contractor ("EAC") has been designated by an Exhibitor to perform certain services for the Exhibitor at the above referenced show. In consideration of the show organizer and GES permitting the EAC to perform such services at the show, the EAC and GES hereby agree as follows:

Rules and Regulations

- EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the Exhibitor Kit/Services Manual, including all union rules and regulations, and accept liability for any negligent actions.
- EAC agrees that it must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.
- EAC agrees that the show site, dock and surrounding areas are active work zones and the EAC, its agents, employees and representatives are present at their own risk. Entry into the dock area is prohibited.
- EAC must have all business licenses and permits required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance naming GES as an additional insured with appropriate insurance limits prepared by the EAC's insurance agent must be submitted to GES at least 30 days prior to the first date of move in.**
- This Agreement and Rules and Regulations between GES and EAC must be completed by an authorized representative of EAC and returned to GES before the deadline noted above.**
- If the EAC fails to provide the documentation required in paragraphs 4 and 5 above, the Exhibitor will be required to use GES for such services at the prevailing rates set forth in the Exhibitor Kit/Services Manual.**
- EAC shall provide, if requested, evidence to Global Experience Specialists, Inc. (GES) that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
- EAC will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC/Exhibitor depending upon the billing arrangement set up with GES. (Based upon EAC not number of booths)
- The show aisles and public spaces are not part of the Exhibitor's booth. Therefore, EAC is required to confine all activities to the exhibit space of the Exhibitor who has given a valid order for services. Exhibitors may be charged for costs related to movement of its property if the EAC does not contain its operations within the confines of the booth. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear at all times.
- During show hours only EACs with exhibit badges will be permitted on the exhibit floor. No EAC will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. EAC must furnish Show Management and GES with the names of all on-site employees who will be working on the show floor and ensure that they have and wear identification badges at all times necessary as determined by Show Management.
- EAC has attached herewith certificates of insurance confirming the following required insurance:
 - Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
 - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
 - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
 - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
 - The Commercial General and Automobile Liability Policies shall name Global Experience Specialists, Inc. (GES) (Official Service Provider), American Society For Engineering Education Annual Conference (Show Management), American Society For Engineering Education Annual Conference (Show) and Washington State Convention Center (Facility) as additional insureds on a primary and non-contributory basis per the attached sample certificate of insurance.
- EAC agrees to indemnify, defend and hold the Show Management, the Facility and Global Experience Specialists, Inc. (GES) harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of GES provided labor. EAC also agrees to reimburse GES for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
- Solicitation of business on the show floor is strictly prohibited. If EAC attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor including the distribution of official company literature, or otherwise does not comply with the rules, the company may be removed from the show floor, and the Exhibitor will not be able to use that company for the remainder of the event.
- EAC/ Exhibitor may not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
- EAC must coordinate all of its activities with Global Experience Specialists, Inc. (GES).
- The Exhibitor or its EAC should order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite (which contractors may not be prepared to provide immediately) may delay the set-up of your booth or force your set-up into overtime.
- The Exhibitor or its EAC should take steps to protect the Exhibitor and the EAC's product in the booth by arranging for booth security and/or cages. GES is not responsible for items left unattended on the show floor.
- EAC agrees GES is not responsible for any items stored in empty containers. Do not store empty cartons inside of empty crates. Cartons are returned from storage before crates so Exhibitors may begin packing their product.

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Order Directly Online:

<https://e.ges.com/061600134/esm>

061600134

Return with Certificate of Insurance to: Global Experience Specialists, Inc. (GES), Exhibitor Services, 4060 Lind Avenue SW, Renton, WA 98057

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

American Society For Engineering Education Annual Conference
 Washington State Convention Center
 June 14 - 16, 2015

Form Deadline Date:
 May 14, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Rules and Regulations (continued)

19. EAC/Exhibitor agrees to keep "No Freight Aisles" clear at all times. If GES is required to rearrange any material situated in a clearly identified "No Freight Aisle," the Exhibitor or the EAC depending upon the billing arrangements with GES will be charged a one hour minimum for forklift rental and labor.
20. EAC/Exhibitor agrees that all outbound freight bills should be turned into the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the GES Servicer at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.
21. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
22. Be aware of vehicle traffic inside and outside of the facility. All attendees should be aware of their surroundings and all individuals are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
23. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
24. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and those materials are to be used only in their exhibit space.
25. Smoking is prohibited in most facilities. Smoking shall only be allowed in designated areas.
26. This agreement is to be interpreted under the laws of the State of Nevada.
27. A faxed signature will serve as an original signature and will stand as a fully executed agreement once faxed to and received by GES.

Authorized Signature of EAC:

PLEASE SIGN	X	_____
AUTHORIZED SIGNATURE		
_____		_____
AUTHORIZED NAME - PLEASE PRINT		DATE

Printed Name: _____

Title: _____

Company: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Name at Show Site: _____

Office Phone: _____ Cell Phone at Show Site: _____

Official Use Only

Accepted by GES Authorized Representative:

PLEASE SIGN	X	_____
AUTHORIZED SIGNATURE		
_____		_____
AUTHORIZED NAME - PLEASE PRINT		DATE

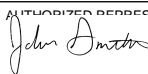
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Order Directly Online:
<https://e.ges.com/061600134/esm>

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ACORD 1.		CERTIFICATE OF LIABILITY INSURANCE				DATE (MM/DD/YY) 01/01/15	
PRODUCER ABC Insurance Agency 1234 Broker Lane New York, NY 10895 Attn: Joe Agent (212) 555-6102 ext. 1234 Fax: (212) 555-6100				THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. INSUREERS AFFORDING COVERAGE			
INSURED 2. Big Boom Company, Inc. 1234 Corporate Lane New York, NY 10895 Attn: Joe Smith Phone: (212) 555-5349 Fax: (212) 555-9819				INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:			
COVERAGES							
3. THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	4. TYPE OF INSURANCE	POLICY NUMBER	7. POLICY EFFECTIVE DATE (MM/DD/YY)	8. POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS		
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	01/01/15	01/01/16	EACH OCCURRENCE	\$1,000,000	
	<input type="checkbox"/> FIRE DAMAGE (Any one fire)				\$ 50,000		
	<input type="checkbox"/> MED EXP (Any one person)				\$ 5,000		
	<input type="checkbox"/> PERSONAL & ADV INJURY				\$1,000,000		
	<input type="checkbox"/> GENERAL AGGREGATE				\$2,000,000		
<input type="checkbox"/> PRODUCTS-COMP/OP AGG	\$2,000,000						
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	SKLS-029499S	01/01/15	01/01/16	COMBINED SINGLE LIMIT	\$1,000,000	
	(Ea accident)						
	BODILY INJURY				\$		
	(Per person)						
	BODILY INJURY				\$		
(Per accident)							
PROPERTY DAMAGE	\$						
(Per accident)							
AUTO ONLY-EA ACCIDENT	\$						
OTHER THAN	\$	\$					
AUTO ONLY:	\$	\$					
A	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	XL1234567	01/01/15	01/01/16	EACH OCCURRENCE	\$1,000,000	
	AGGREGATE				\$1,000,000		
					\$		
					\$		
					\$		
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/15	01/01/16	X WC STATU- ORY LIMITS	OTHER	
	E.L. EACH ACCIDENT				\$1,000,000		
	E.L. DISEASE-EA EMPLOYEE				\$1,000,000		
	E.L. DISEASE -POLICY LIMIT				\$1,000,000		
D	OTHER				Each Occurrence & Aggregate		
5. DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS Global Experience Specialists, Inc. (GES) (Official Service Provider), American Society For Engineering Education Annual Conference (Show Management), Washington State Convention Center (Facility), and American Society For Engineering Education Annual Conference (Show) are hereby named as additional insured, except for Workers' Compensation. Global Experience Specialists, Inc. (GES) and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Global Experience Specialists, Inc. (GES), shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: June 14 - 16, 2015 at city of Seattle.							
CERTIFICATE HOLDER		X	ADDITIONAL INSURED; INSURER LETTER: X		CANCELLATION		
6. Global Experience Specialists, Inc. (GES) Exhibitor Services 4060 Lind Avenue SW Renton, WA 98057				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS AUTHORIZED REPRESENTATIVE 			

1. PRODUCER: Insurance Agent / Broker who issues certificate.
2. NAME OF INSURED: Must be the legal name of contracting party.
3. TYPES OF INSURANCE: Must include types required by contract. See Official Services Provider Information (form L-3) in this exhibitor manual).
4. FORM OF COVERAGE: Must be "occurrence" form of coverage.
5. NAME ADDITIONAL INSUREDS: Global Experience Specialists, Inc. (GES) (Official Service Provider), American Society For Engineering Education Annual Conference (Show Management), American Society For Engineering Education Annual Conference (Show) and Washington State Convention Center (Facility) as additional insureds on a primary and non-contributory basis.
6. CERTIFICATE HOLDER: Must be Global Experience Specialists, Inc. (GES)

7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
9. LIMITS OF INSURANCE: Must be the same or greater than required by contract. See #10 on Agreement and Rules and Regulations between GES and EAC (L-4).
10. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

American Society For Engineering Education Annual Conference Washington State Convention Center June 14 - 16, 2015

Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event.

Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 32 days prior to your show.
- Delivery of Shipments to your booth by your published set-up time.
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

How to Ship in Advance to the GES Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping labels.
- Complete the enclosed Material Handling Order Form.
- Remember to confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to warehouse.
- For a rate quote please call GES Logistics at 1.888.454.4437.

How to Ship to Exhibit Site

- Consign all **domestic** shipments c/o GES.
- Do **not** consign **international** shipments c/o GES; however, please contact our international division at: GESLogistic_international@ges.com.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- Complete the enclosed Material Handling Information Sheet.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting truss, make sure it is loaded last so it can be unloaded first.
- For a rate quote please call GES Logistics at 1.888.454.4437.

Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment. For a rate quote please call GES Logistics at 1.888.454.4437.

Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your Goods at the end of the show. GES Logistics domestic shipments can be tracked online by going to: www.ges.com/everything/logistics/tracking/.

Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per Shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with separate weight tickets - otherwise GES will invoice the entire load at the Uncrated rate.

- **Crated** – Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Uncrated** – Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Estimating Material Handling Charges, *continued*

- **Special Handling** - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- **Overtime Surcharges** - Shows that move-in or move-out on weekends or after 4:30 PM during the weekday, may be subject to additional overtime surcharges. See enclosed Material Handling Order Form for details.
- **Late Surcharges** – May be charged an additional overtime surcharge
 - a. If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.
 - b. Freight shipments sent to the show after it has opened.
 - c. Freight shipments that are received at showsite that do not meet their published date & time.
- **Shipment Surcharges** – A surcharge will be incurred per shipment for those that are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no bill of lading turned in.

Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the In-Booth Forklift & Labor Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the **GES Servicercenter®** or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty." GES has no liability for damage to crates or items sent to empty storage in crates.

Outgoing Shipments

An OMHF (Outbound Material Handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the **GES Servicercenter®**. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

Measure of Damage

- **Liability** – GES is liable for loss or damage to your Goods only if the loss or damage is caused by GES negligence.
- **Sole Relief** – If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Insurance

All of your Goods should be insured by your own insurance policy. Although we do our best to handle your Goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES has published GES Terms & Conditions of Contract that are in this exhibitor service manual. Please read them carefully. It is recommended that your Goods be insured.

Work Zone

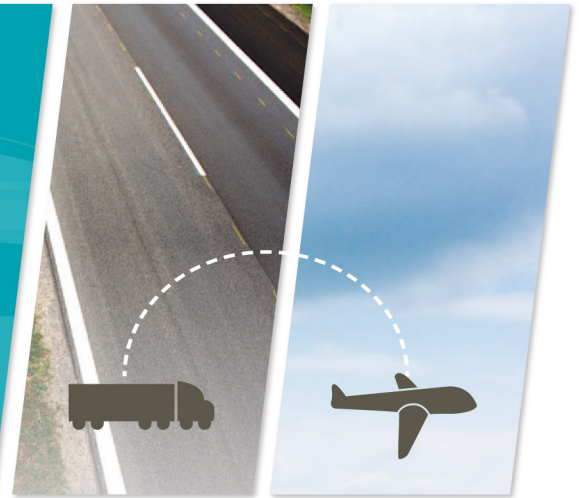
Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Get *GES Transportation Plus* and
Save 10%
On Material Handling



With decades of tradeshow experience, GES Logistics understands your transportation needs. As the Official Services Provider for your show, we offer a variety of fully integrated services at competitive rates.

GES Transportation Plus provides:

- Online tracking 24/7
- On-site GES support team
- Consolidated invoice

Note: Round-trip shipping is required to qualify for Transportation Plus rates. Transportation Plus does not apply to shipments that are considered small package, local or shipments over 5000 lbs.

Get an instant quote today at logisticsquote.ges.com.

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

American Society For Engineering Education Annual Conference
Washington State Convention Center
June 14 - 16, 2015

Form Deadline Date:
May 25, 2015

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Transportation Plus: Ship With GES Logistics To Receive A 10.00% Savings On Material Handling. To set up your savings with Transportation Plus for domestic shipments please call 888.454.4437, or complete the GES Logistics - Domestic Shipping Quote Form (R-8) included in this exhibitor services manual and fax it to 702.515.5972, or email us at GESLogistics@ges.com. For international shipments complete the GES Logistics - International Shipping Quote Form (R-20) in this exhibitor services manual and fax it to 866.329.1437 or 702.263.1520, or email us at GESLogistic_International@ges.com. Call 888.454.4437 for a quote for any shipments that are under 5000 lbs. Transportation Plus does not apply to shipments that are considered Small Package, Local or shipments over 5000 lbs. **Round Trip shipping is required to qualify for Transportation Plus rates.**

Price List

Important Information

Advance Shipment to Warehouse (200 lbs. minimum per shipment)

Crated Materials			Special Handling Materials		
	Standard Rates	Transportation Plus Saving Rates		Standard Rates	Transportation Plus Saving Rates
ST/ST	\$ 99.50 cwt	\$ 89.55 cwt	ST/ST	\$ 124.38 cwt	\$ 111.94 cwt
ST/OT	\$ 124.50 cwt	\$ 112.05 cwt	ST/OT	\$ 155.63 cwt	\$ 140.07 cwt
OT/OT	\$ 149.50 cwt	\$ 134.55 cwt	OT/OT	\$ 186.88 cwt	\$ 168.19 cwt

Direct Shipment to Exhibit Site (200 lbs. minimum per shipment)

Crated Materials			Special Handling Materials		
	Standard Rates	Transportation Plus Saving Rates		Standard Rates	Transportation Plus Saving Rates
ST/ST	\$ 93.50 cwt	\$ 84.15 cwt	ST/ST	\$ 116.88 cwt	\$ 105.19 cwt
ST/OT	\$ 117.00 cwt	\$ 105.30 cwt	ST/OT	\$ 146.25 cwt	\$ 131.63 cwt
OT/OT	\$ 140.50 cwt	\$ 126.45 cwt	OT/OT	\$ 175.63 cwt	\$ 158.07 cwt

Uncrated Materials		
	Standard Rates	Transportation Plus Saving Rates
ST/ST	\$ 140.25 cwt	\$ 126.23 cwt
ST/OT	\$ 175.50 cwt	\$ 157.95 cwt
OT/OT	\$ 210.75 cwt	\$ 189.68 cwt

How To Know What Rates To Use Based On Show Move-In/Move-Out:

Straight Time: Monday through Friday 8:00 AM to 4:30 PM. Trucks signing in after 2:00 PM may be charged at the overtime rate.

Overtime: All other times, Saturdays, Sundays, Holidays.

ST/ST: If freight will be handled on straight time into the show and out of the show.

ST/OT: If freight will be handled one way on straight time and one way on overtime, either into the show or out of the show.

OT/OT: If freight will be handled on overtime into the show and out of the show.

Certified Weight Tickets Are Required For All Shipments:

Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 7:30 AM - 3:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Advance Shipments to Warehouse: GES will receive uncrated carpet and pad at the warehouse. A special handling charge will apply on these shipments. **Price includes:** unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 32 days (any materials stored beyond 32 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

Direct Shipments to Exhibit Site: Price includes: unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. However, any materials shipped back to warehouse from exhibit site will incur additional costs applied to your invoice.

Small Packages: Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. per shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges.

Measure of Damage: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Arrival Dates and Surcharges for Shipments: Storage rates apply to shipments received before the published timeline. A 30% (\$50.00 minimum) surcharge will apply to all shipments received after the published timeline.

Advance Dates:

Tue, May 12, 2015: Advance shipments may begin arriving at warehouse.

Wed, Jun 10, 2015: Last day for shipments to arrive at warehouse.

The GES Warehouse will be CLOSED Monday, May 25, 2015 in observance of Memorial Day.

Direct Dates:

Sat, Jun 13, 2015: Direct shipments may begin arriving at exhibit site after 8:00 AM.

Sun, Jun 14, 2015: Last day for shipments to arrive at exhibit site by 3:00 PM.

Please Indicate Below

Calculate Total CWT (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. **200** pound minimum per shipment.)

_____ pounds ÷ 100 = _____ Total CWT

Shipment Will Be Sent To:

☐ Exhibit Site ☐ Warehouse

On Date: _____

By Carrier: _____

Total Number of Pieces: _____

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

Place Order Here

(Please Complete R-8 or R-20 for Using GES Logistics)

SMALL PACKAGE DESCRIPTION	PRICE	X QUANTITY	= TOTAL PRICE
Small Package, 1st Carton	\$ 50.50	1	\$
Small Package, Each Additional Carton	\$ 25.25		\$

MATERIAL HANDLING DESCRIPTION	PRICE	X	CWT	= TOTAL PRICE
				\$
A. Total All Items Ordered				\$
B. Petroleum Surcharge Assessment: 3%		A x 3% = B		\$
C. Payment Enclosed		A + B = C		\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: _____

X

AUTHORIZED NAME - PLEASE PRINT

DATE

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Order Directly Online:

<https://e.ges.com/061600134/esm>

What is "Special" Handling?

Special Handling applies to shipments that are loaded in such a manner as to require additional labor and handling to unload or load out. An additional fee beyond the standard crated rate will apply.

Special Handling Includes:

Ground Loading

- Vehicles that are not dock height, preventing the use of loading docks.

Side Door Loading

- Shipments tendered for delivery in such a manner as to prevent access from the rear of the trailer.

Constricted Space Loading

- Freight loaded "high and tight" or down one side as to make shipments not readily available.

Designated Piece Loading

- When a trailer must be loaded in a particular sequence to ensure fit.

Stacked, Cubed-out, or Loose Shipments

- Shipments loaded in such a manner requiring items to be removed to ground level for delivery to booth.
- Items that would need to be unstacked/stacked, unstrapped/strapped, or loadbars to be removed/installed during the unload or load out process.

Multiple Shipments

- Shipments that are loaded mixed on the truck, failing to maintain shipment integrity and/or have multiple delivery areas.

Mixed Shipments

- Pieces for separate shipments that are loaded mixed throughout the delivery vehicle, or shipments of crated and uncrated goods where the percentage of uncrated is minimal and does not warrant full uncrated rate for shipment.

Improper Delivery Receipts

- Shipments that arrive without individual Bill of Lading. Possible examples might include: UPS, FedEx, company trucks, privately-owned vehicles.

Uncrated Shipments

- Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Special Handling Examples:



Side Door Loading



Constricted Space Loading



Stacked Shipments



Uncrated Shipment



Multiple Shipments

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. *Copies of these labels are acceptable if additional labels are needed.*
See form H-1a: Hanging Sign Shipping Labels when shipping Hanging Signs.

R-5



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

American Society For Engineering Education Annual Conference

NAME OF EXHIBITION

0610600134

BOOTH NUMBER

C/O GES
4060 Lind Avenue SW
Renton, WA 98057 USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Tuesday, May 12, 2015 - Wednesday, June 10, 2015

The GES Warehouse will be CLOSED Monday, May 25, 2015 in observance of Memorial Day.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 7:30 AM - 3:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

American Society For Engineering Education Annual Conference

NAME OF EXHIBITION

0610600134

BOOTH NUMBER

C/O GES
4060 Lind Avenue SW
Renton, WA 98057 USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

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Carrier _____
Number _____ of _____ pieces





FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

American Society For Engineering Education Annual Conference

NAME OF EXHIBITION

0610600134


BOOTH NUMBER

C/O GES
Washington State Convention Center
800 Convention Place
Seattle, WA 98101 USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Saturday, June 13, 2015 after 8:00 AM - Sunday, June 14, 2015 by 3:00 PM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier _____
Number _____ of _____ pieces  **GES** Global Experience Specialists



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

American Society For Engineering Education Annual Conference

NAME OF EXHIBITION

0610600134


BOOTH NUMBER

C/O GES
Washington State Convention Center
800 Convention Place
Seattle, WA 98101 USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Saturday, June 13, 2015 after 8:00 AM - Sunday, June 14, 2015 by 3:00 PM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier _____
Number _____ of _____ pieces  **GES** Global Experience Specialists

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

American Society For Engineering Education Annual Conference
Washington State Convention Center
June 14 - 16, 2015

Form Deadline Date:
May 25, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

Complete this form for pre-printed outbound material handling documents (Bill of Lading) and shipping labels at the close of the show.

If this form is not received by GES by May 25, 2015, this pre-printing service will not be provided.

Step 1. Tell us the location of materials for pickup (show site address):

COMPANY/CONSIGNEE:		ATTENTION:		
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
800 Convention Place	Seattle	WA	98101	USA
PHONE:	FAX:	BOOTH NUMBER:		

Step 2. Tell us the location where freight should be sent:

SHIPPING DESTINATION 1:

Number of Labels Needed:

COMPANY/CONSIGNEE:		ATTENTION:		
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
PHONE:	FAX:	BOOTH NUMBER:		

SHIPPING DESTINATION 2:

Number of Labels Needed:

COMPANY/CONSIGNEE:		ATTENTION:		
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
PHONE:	FAX:	BOOTH NUMBER:		

Showsite Instructions: Once your shipment is packed and ready to be picked up, please return the outbound material handling order form to the **GES Servicer**®. Verify the piece count, weight, and that the signature is on the outbound material handling order form prior to shipping out. **Shipments without paperwork turned in will be returned to GES Warehouse or forced onto another carrier at Exhibitor's expense.**

GES does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason.

Measure of Damage: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Order Directly Online:
<https://e.ges.com/061600134/esm>

061600134

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 Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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American Society For Engineering Education Annual Conference
 Washington State Convention Center
 June 14 - 16, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

“Full Service” Advantages After The Show **Keep Your Exhibit Materials in the Seattle Area —** **Avoid Double Loading and Unnecessary Shipping Costs**

Global Experience Specialists, Inc. (GES) now has available storage space in the Seattle area with facilities and services to:

- A. Receive and hold your equipment and/or exhibition materials.
- B. Provide delivery services for outbound shipping and/or local delivery.
- C. Facilitate interstate shipping.
- D. Coordinate labor installation and dismantling services for shows, including supervision.

Additional services are available, at a cost, through our Creative Services Department to refurbish materials between shows.

Storage Rates Are As Follows:

Return to Warehouse	(1000 lb. minimum)	\$13.80 cwt.
Monthly Storage (does not include Return to Warehouse charges)	minimum charge of \$69.00 per month or	\$6.90 cwt.

GES has warehouse facilities and services in many cities throughout the country. Contact us for information in your area.

All storage services are subject to GES' Terms and Conditions of Contract or Storage Agreement, whichever is applicable. Exhibitors must insure their own goods while in storage even if the storage is provided under a separate contractual agreement. Failure to pay storage fees in a timely manner will result in a lien against your property.

☐ **Yes!** We are interested in storing our exhibition materials in the Seattle area after this show.
 Please contact our representative: _____
 Telephone: _____

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Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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**MANDATORY
FORM***

American Society For Engineering Education Annual Conference
Washington State Convention Center
June 14 - 16, 2015

Form Deadline Date:
May 25, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

ALL EXHIBITORS MUST RETURN THIS FORM

1. Estimate total number of pieces being shipped:

- ☐ Crated
☐ Uncrated
☐ Machinery
☐ Total

2. Indicate total number of trucks in each category that you will use:

- ☐ Van Line
☐ Common Carrier
☐ Flatbed
☐ Co. Truck
☐ Overseas Container

3 List carrier name(s):

4. If using a Customs Broker, please print name:

Phone Number

5. Print the name of person in charge of your move-in:

Phone Number

6. What is the minimum number of days to set your display?

7. What is the weight of the single heaviest piece that must be lifted?

 lbs.

8. What is the total weight of your exhibit or equipment being shipped?

 lbs.

9. Is there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars. etc.?

It is the responsibility of the exhibitor to provide proper special handling instructions, and to ensure goods are packaged appropriately for shipment and movement by heavy equipment. Failure to provide special handling instructions will result in the elimination of any liability for loss or damage by GES.

DIRECT SHIPMENTS ONLY:

1. What date and time are you scheduling your shipment(s) to arrive on-site?

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American Society For Engineering Education Annual Conference
Washington State Convention Center
June 14 - 16, 2015

COMPANY NAME		EMAIL ADDRESS		BOOTH NUMBER:	
SHOWSITE CONTACT		SHOWSITE CONTACT PHONE #		DATE/TIME OF ARRIVAL	
CONTACT'S HOTEL (OPTIONAL)					
Pick Up Information					
DATE:		SHIPPING / RECEIVING HOURS (4 HOUR WINDOW REQUIRED):			
STREET ADDRESS:		CITY:		STATE: ZIP: COUNTRY:	
PICK UP CONTACT:		PHONE NUMBER:		FAX NUMBER:	
SHIPPING INSTRUCTIONS (ADDITIONAL CHARGES MAY APPLY):				MARK FOR WEEKEND PICK UP OR DELIVERY: <input type="checkbox"/> Pick Up <input type="checkbox"/> Delivery	

Delivery Information					
DATE:		RECEIVING HOURS:			
DESTINATION:		EXHIBITOR NAME:			
SHOW NAME:		BOOTH NUMBER:			
STREET ADDRESS:		CITY:		STATE: ZIP: COUNTRY:	
SHOW CONTRACTOR:		CONTACT:		PHONE NUMBER:	

Method of Shipment					
Ground: <input type="checkbox"/> Less than a Truck Load <input type="checkbox"/> Truck Load Rates (Price Per Shipment) Shipments 0-100 lbs.* Shipments 101 lbs. and up* *Subject to Applicable Surcharges			Air: <input type="checkbox"/> Next Day <input type="checkbox"/> 2nd Day <input type="checkbox"/> Deferred * Dim weight or actual weight, whichever is greater, will apply to Next Day and 2nd Day.		Special Instructions (Additional Charges May Apply)

Weight & Dimensions (Final Weight Subject to Correct Weight & Dimensions)											
Mark "X" in the H/M column to designate hazardous materials as defined in Department of Transportation Regulations.											
LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT	LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
Total Pieces:					Total Weight:					Hazardous Materials Contact Number () -	
You must read the Terms and Conditions of Contract under which GES provides transportation services to you, our valued customer. The Terms and Conditions may be downloaded by going to www.ges.com/terms/logistics.aspx . If you do not have internet capability, a copy of the Terms and Conditions may be obtained by contacting your GES Logistics representative at 1.888.454.4437.					I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.					X	
Authorized Signature - Please Sign:					I have read and agree to the Terms and Conditions of Contract and have the right and authority to bind the exhibiting company referenced herein to such terms.					AUTHORIZED NAME - PLEASE PRINT	
										DATE	

Measure of Damage: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Subject to individually determined rates or contracts that have been agreed upon in writing between GES and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by GES and are available to the shipper, on request; **By signing this order form, shipper agrees to be bound by all its terms and conditions.**

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Order Directly Online:

<https://e.ges.com/061600134/esm>

061600134

Get GES Global Transportation Plus and
Save 10%
On Material Handling



GES Logistics provides an integrated network of carriers that service transportation solutions to over 80 countries by land, air and sea. Documentation services include ATA Carnet and temporary import bonds for the most comprehensive worldwide support available.

GES Global Transportation Plus delivers these unique benefits:

- Save 10% on material handling when using GES Logistics round-trip shipping
- Consolidated invoicing for material handling and shipping charges
- Managed transportation to and from the show floor
- On-site customer support

Note: All international transportation services are subject to the terms, conditions, limits of liability and instructions as set forth by the carrier.

To request a quote call 702.515.5970 or contact us at logisticsquote.ges.com/international.

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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American Society For Engineering Education Annual Conference
Washington State Convention Center
June 14 - 16, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
Pick Up Information		
PICKUP DATE:	SHIPPING / RECEIVING HOURS:	
STREET ADDRESS:	CITY:	PROVINCE: POSTAL CODE: COUNTRY:
PICK UP CONTACT:	PHONE NUMBER:	FAX NUMBER:
SHIPPING INSTRUCTIONS (ADDITIONAL CHARGES MAY APPLY):		MARK FOR WEEKEND PICK UP OR DELIVERY: <input type="checkbox"/> Pick Up <input type="checkbox"/> Delivery

Please complete the following information by either checking the appropriate box or by filling in the blank. Please be as thorough as possible as this will enable us to provide you with the most accurate cost estimate possible.

Method of Shipment			
Type of Customs Entry:	<input type="checkbox"/> Permanent (Sold/Giveaways)	Value of Permanent Goods (US\$): \$	
	<input type="checkbox"/> Temporary (To Return)	Value of Temporary Goods (US\$): \$	
Mode of Transport:	<input type="checkbox"/> Ocean FCL	<input type="checkbox"/> Ocean LCL	<input type="checkbox"/> AirFreight <input type="checkbox"/> Truck
Type of Equipment for FCL:	<input type="checkbox"/> 40' Container	<input type="checkbox"/> 20' Container	<input type="checkbox"/> High Cube <input type="checkbox"/> Other:
Commodity:			
Desired Delivery Date or Targeted Move-In Date:			

Weight & Dimensions (Final Weight Subject to Actual Weight & Dimensions)					
Detailed Description of Contents (1)	Length (2) cms	Width (3) cms	Height (4) cms	Net Weight (5) kilos	Value (US\$) (6)
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$

Use a separate piece of paper if you need to provide additional weight and dimensions.

☐ Check this box if you would like to receive a return quote back to origin specified at the top of this form.

You must read the Terms and Conditions of Contract under which GES provides transportation services to you, our valued customer. The Terms and Conditions may be downloaded by going to www.ges.com/terms/logistics.aspx. If you do not have internet capability, a copy of the Terms and Conditions may be obtained by contacting your GES Logistics representative at 1.888.454.4437.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign:

Total Gross Weight (7)	Total Value (8)
kilos	\$

AUTHORIZED NAME - PLEASE PRINT	DATE
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SPECIAL REQUIREMENTS (ADDITIONAL CHARGES MAY APPLY)

GES will not act as Importer of Record (IOR) or Ultimate Consignee regarding exhibitor freight and will not provide a Power of Attorney to any entity regarding exhibitor freight.

GES is acting as a broker only and is liable for cargo loss or damage only if it results from the negligence or willful misconduct of GES. If found liable for any loss, GES' and the transportation provider's sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound per package, \$ 100.00 (USD) per package or \$ 1,500.00 (USD) per occurrence, whichever is less.

All international transportation services are subject to the terms, conditions, and limits of liability set forth by the international transportation provider. If loss or damage occurs during transit, the liability of the underlying air carrier is governed by Montreal Protocol #4 to the Warsaw Convention.

Subject to individually determined rates or contracts that have been agreed upon in writing between GES and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by GES or its transportation provider and are available to the shipper on request. **By signing this order form, shipper agrees to be bound by all its terms and conditions.**

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Washington State Convention Center
June 14 - 16, 2015

Form Deadline Date:
May 25, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Special Freight Services — Small Passenger Vehicles Only!

Maximum Weight 200 lbs

- To facilitate the move-in and move-out of Exhibitors with small exhibit material shipments, Global Experience Specialists, Inc. (GES) is pleased to make available for hire, One (1) laborer with One (1) pushcart, for one (1) trips. Services can be made **one way** from the dock to your booth or your booth to the dock. Charges for these services are \$79.00 each way.
- This service is for those who have **small hand carry items** all of which must fit on a 2' x 6' push cart, in one trip only. **If you arrive with a truck, van, trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.**
- A cartload is eight (8) pieces or less, weighing less than 200 lbs. total. one (1) cartload trips allowed per booth.
- Your vehicle must unload on the receiving dock of the exhibit hall. GES personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.
- Freight that is too large or heavy will be charged Material Handling rates.** No personal trucks (one (1) ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.
- To receive this service, go to either the facility's main entrance or dock and ask about or watch for the Cartload Service area. Pre-orders will receive preferential service at show site, you may also order this service at the GES Servicercenter®.



Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
200506	Dock to Booth	\$79.00	1	\$
200506	Booth to Dock	\$79.00	1	\$
A.	Total All items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3 % = B	\$
C.	Payment Enclosed		A + B = C	\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE
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American Society For Engineering Education Annual Conference

Washington State Convention Center

June 14 - 16, 2015

Discount Deadline Date:

May 25, 2015

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Vehicle placement on the trade show floor will be a round-trip fee of \$81.25 per vehicle. It is understood that this will apply to rolling stock, self-propelled, towed and/or pushed vehicles/machinery. GES will receive equipment at show site and deliver to the Exhibitor booth. We will also handle the outbound as an inclusive service.

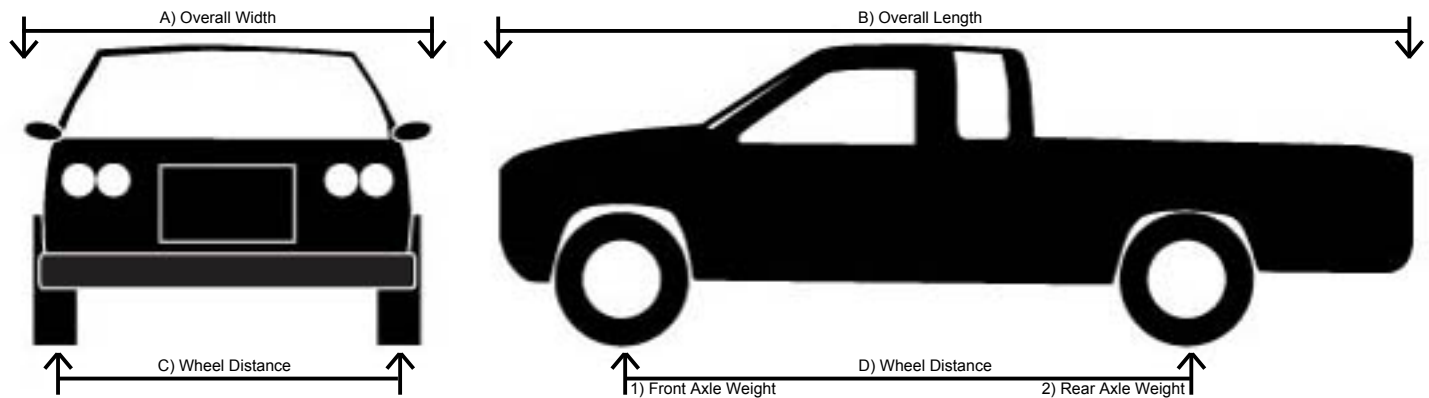
Vehicle placement must be Exhibitor Supervised. GES assumes no liability for loss, damage or bodily injury arising out of the placement of Exhibitor's vehicle. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of the vehicle.

Exhibitor will be at show site on _____, 20_____, between _____ and _____ AM/PM to assist in the movement of the vehicle.

The City Fire Marshal requires that battery cables must be disconnected, place a protective covering under the vehicle, gas tank must either be taped shut or have a lockable gas cap and may contain no more than a quarter (1/4) tank of fuel. Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.

Be advised that if you are planning to display a vehicle, you are required to provide the information listed on this page.

A GES Representative will contact you regarding a specific time when to have your vehicle ready to go onto the tradeshow floor.



Vehicle Description	A) Overall Width	B) Overall Length	Total Sq. Ft.	C) Wheel Distance	D) Wheel Distance	1) Front Axle Weight	2) Rear Axle Weight	Total Weight	Total Price
1.									\$
2.									\$
3.									\$
4.									\$
5.									\$

* For dual Axle vehicles measure distance from the front wheel to between the back wheels

A.	Total All Items Ordered:	\$
B.	Petroleum Surcharge Assessment: 3% $A \times 3\% = B$	\$
C.	Item # 200507 Payment Enclosed $A + B = C$	\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE
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American Society For Engineering Education Annual Conference

Washington State Convention Center

June 14 - 16, 2015

Discount Deadline Date:

May 25, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Carpet

Standard Pre-Cut Carpet

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
5001	13 oz. Standard Carpet 10'x10'	9.5	170.00	255.00
5002	13 oz. Standard Carpet 10'x20'	9.5	334.00	501.00
5003	13 oz. Standard Carpet 10'x30'	9.5	515.00	773.00

Custom-Cut Carpet

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
5000	13 oz. Carpet Custom-Cut, Per Sq.Ft.	9.5	2.86	4.29
5006	26 oz. Plush Carpet Custom-Cut, Per Sq.Ft.	9.5	4.08	6.10
5007	50 oz. Ultra Plush Carpet Custom-Cut, Per Sq.Ft.	9.5	4.96	7.45

Padding

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.	9.5	1.27	1.91

Visqueen Plastic Covering for Protection

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
500410	Carpet Plastic Covering, Per Sq.Ft.	9.500	0.66	0.99

Carpet Package

Custom Cut Package

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
400021	13 oz. Carpet Package, Per Sq.Ft. Includes 10% Off: 13 oz. Standard Custom-Cut Carpet, Padding, Visqueen and 3 Day(s) Cleaning.	9.5	4.80	7.20
400022	26 oz. Plush Carpet Package, Per Sq.Ft. Includes 10% Off: 26 oz. Plush Custom-Cut Carpet, Padding, Visqueen, and 3 Day(s) Cleaning.	9.5	5.90	8.83
400023	50 oz. Ultra Plush Carpet Package, Per Sq.Ft. Includes 10% Off: 50 oz. Ultra Plush Custom-Cut Carpet, Padding, Visqueen, and 3 Day(s) of Cleaning.	9.5	6.69	10.04

Furniture and Accessories

Chairs

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
300051	Chair, Contemporary Arm, 23"W 18"D 31"H	9.5	99.75	150.00
300052	Chair, Contemporary Side, 19.5"W 18"D 31"H	9.5	91.50	137.00
300050	Chair, Plastic Contour, 18"W 18.5"D 32"H	9.5	52.75	79.25
300053	Stool, Contemporary, 17"W 18"D 48"H	9.5	108.00	162.00

Tables

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
300057	Table, Rectangle, 24"x36"x30" High	9.5	99.75	150.00
300056	Table, Square, 24"x24"x30" High	9.5	91.50	137.00
300059	Table, Starbase, 30" Diameter x 40" High	9.5	185.00	278.00
300058	Table, Starbase, 40" Diameter x 30" High	9.5	185.00	278.00

Skirted Tables

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
3004	Table 4', Skirted 4 Sides, 24" x 30" High	9.5	108.00	162.00
3006	Table 6', Skirted 3 Sides, 24" x 30" High	9.5	130.00	195.00
3008	Table 8', Skirted 3 Sides, 24" x 30" High	9.5	155.00	233.00
3007	Table, Skirt 4th Side	9.5	60.75	91.25

Unskirted Tables

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
300400	Table 4', Unskirted, 24" x 30" High	9.5	85.75	129.00
300600	Table 6', Unskirted, 24" x 30" High	9.5	105.00	158.00
300800	Table 8', Unskirted, 24" x 30" High	9.5	124.00	186.00

Skirted Counters

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
3014	Counter 4', Skirted 4 Sides, 24" x 42" High	9.5	122.00	183.00
3016	Counter 6', Skirted 3 Sides, 24" x 42" High	9.5	148.00	222.00
3018	Counter 8', Skirted 3 Sides, 24" x 42" High	9.5	170.00	255.00
3017	Counter, Skirt 4th Side	9.5	60.75	91.25

Unskirted Counter

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
301400	Counter 4', Unskirted, 24" x 42" High	9.5	98.50	148.00
301600	Counter 6', Unskirted, 24" x 42" High	9.5	117.00	176.00
301800	Counter 8', Unskirted, 24" x 42" High	9.5	137.00	206.00

Risers

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
300193	Riser 4', Double Tier, 48"x8"x16" High	9.5	52.75	79.25
300191	Riser 4', Single Tier, 48"x8"x8" High	9.5	38.00	57.00
300194	Riser 6', Double Tier, 72"x8"x16" High	9.5	68.75	103.00
300192	Riser 6', Single Tier, 72"x8"x8" High	9.5	52.75	79.25

Custom Booth Drape

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
3001	Drape, 3' High, Per Foot, 4' Minimum	9.5	15.70	23.55
3002	Drape, 8' High, Per Foot, 4' Minimum	9.5	19.00	28.50

Accessories

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
300124	Aisle Stanchion Chain, Plastic, Per Foot	9.5	4.65	7.00
300123	Aisle Stanchion, without Chain	9.5	45.25	68.00
300103	Aluminum Easel	9.5	60.75	91.25
300111	Bag Stand	9.5	84.50	127.00
300102	Coat Rack	9.5	84.50	127.00
300104	Garment Rack	9.5	84.50	127.00
300106	Literature Rack	9.5	109.00	164.00
300201	Pegboard, White, 4'x8'	9.5	148.00	222.00
300107	Refrigerator	9.5	334.00	501.00
300131	Security Cage, Large, without Lock	9.5	467.00	701.00
300132	Security Cage, Small, without Lock	9.5	310.00	465.00
300120	Sign Holder, Bell Base	9.5	76.75	115.00
300108	Sign Holder, Chrome, 22"x28"	9.5	76.75	115.00
300211	Tackboard, 4'x8'	9.5	155.00	233.00
300112	Ticket Tumbler, Small, Table Top	9.5	130.00	195.00
300113	Wastebasket	9.5	19.00	28.50
300118	Waterfall Stand	9.5	84.50	127.00

Furniture Package

Furniture Package 1

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
400011	Furniture Package 1 Includes 10% Off: (2) Plastic Contour Chairs, (1) 6' Skirted Table 24"x30", (1) Wastebasket.	9.5	229.05	343.80

Furniture Package 2

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
400012	Furniture Package 2 Includes 10% Off: (4) Contemporary Arm Chairs, (1) Starbase Table 40"x30", (1) Wastebasket.	9.5	542.70	815.85

Specialty Furniture

Seating - Sofas and Loveseats

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
305068	Loveseat, Key West, Black, 57"L 35"D 33"H	9.5	477.00	716.00
305262	Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H	9.5	361.00	542.00
305264	Sectional, Heathrow, Black Vinyl, 72"L 48"D 28"H	9.5	1,030.00	1,550.00
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H	9.5	1,370.00	2,060.00
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	9.5	644.00	966.00
305265	Sofa, Heathrow, Black Vinyl, 48"L 24"D 28"H	9.5	420.00	630.00
305125	Sofa, Key West, Black, 85"L 35"D 33"H	9.5	536.00	804.00
305226	Sofa, Mirabel, Brown Leather, 76"L 35"D 32"H	9.5	810.00	1,220.00
305261	Sofa, Naples, Black Vinyl, 87"L 30"D 28"H	9.5	454.00	681.00
305221	Sofa, Roma, White Vinyl, 78"L 31"D 33"H	9.5	824.00	1,240.00
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	9.5	626.00	939.00
305268	Sofa, Tangiers, 78"L 37"D 36"H	9.5	389.00	584.00

Seating - Club Chairs

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	9.5	509.00	764.00
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	9.5	761.00	1,140.00
305073	Chair, Barcelona, White, 30"L 30"D 31"H	9.5	827.00	1,240.00
305225	Chair, Mirabel, Brown Leather, 36"L 35"D 32"H	9.5	496.00	744.00
305220	Chair, Roma, White Vinyl, 37"L 31"D 33"H	9.5	510.00	765.00
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	9.5	366.00	549.00
305267	Corner, Heathrow, Black Vinyl, 24"L 24"D 28"H	9.5	291.00	437.00

Seating - Chairs

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
305152	Chair, Altura, Guest, 25"L 20"D 34"H	9.5	289.00	434.00

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Seating - Chairs

305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	9.5	117.00	176.00
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	9.5	117.00	176.00
305110	Chair, Brewer, Black, 20"L 20"D 32"H	9.5	145.00	218.00
305260	Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H	9.5	93.00	140.00
305285	Chair, Duet Stack, Black/Chrome, 23"L 18.5"D 16"H	9.5	62.00	93.00
305231	Chair, Fusion, Clear/White, 19"L 21"D 32"H	9.5	140.00	210.00
305230	Chair, Fusion, Green/White, 19"L 21"D 32"H	9.5	140.00	210.00
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	9.5	140.00	210.00
305266	Chair, Heathrow, Black Vinyl, 24"L 24"D 28"H	9.5	233.00	350.00
305079	Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H	9.5	211.00	317.00
305034	Chair, Iso Mesh Black, 36"L 24"D 38"H	9.5	302.00	453.00
305111	Chair, Jetson, 19"L 18"D 31"H	9.5	192.00	288.00
305271	Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 4	9.5	306.00	459.00
305149	Chair, Luxor, Guest, 27"L 28"D 40"H	9.5	319.00	479.00
305270	Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H	9.5	315.00	473.00
305263	Chair, Naples, Black Vinyl, 36"L 30"D 28"H	9.5	301.00	452.00
305108	Chair, New York, 23"L 32"D 33"H	9.5	196.00	294.00
305115	Chair, Pantan, White, 20"L 34"D 33"H	9.5	208.00	312.00
305284	Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H	9.5	129.00	194.00
305272	Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H	9.5	194.00	291.00
305069	Chair, T-Vac Translucent, 25"L 23"D 30"H	9.5	298.00	447.00
305269	Chair, Tangiers, 34"L 37"D 36"H	9.5	271.00	407.00
305250	Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H	9.5	93.00	140.00

Seating - Ottomans

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
305277	Ottoman, Bench, Black Vinyl, 60"L 20"D 18"H	9.5	261.00	392.00
305278	Ottoman, Bench, White Vinyl, 60"L 20"D 18"H	9.5	261.00	392.00
305085	Ottoman, Cube, Black, 17"L 17"D 18"H	9.5	105.00	158.00
305093	Ottoman, Cube, White Leather, 17"L 17"D 18"H	9.5	102.00	153.00
305086	Ottoman, Half Round, Black, 72"L 36"D 17"H	9.5	399.00	599.00
305087	Ottoman, Half Round, White, 72"L 36"D 17"H	9.5	399.00	599.00
305240	Ottoman, Puzzle Bench, White, 48"L 24"D 18"H	9.5	321.00	482.00
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18	9.5	238.00	357.00
305280	Ottoman, Square Seat, Black, 34"L 34"D 15"H	9.5	80.00	120.00
305279	Ottoman, Square Seat, White, 34"L 34"D 15"H	9.5	80.00	120.00
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"	9.5	114.00	171.00
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"	9.5	114.00	171.00
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"	9.5	114.00	171.00
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"	9.5	114.00	171.00
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"	9.5	114.00	171.00
305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"	9.5	114.00	171.00
305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"	9.5	114.00	171.00

Seating - Office and Utility Seating

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
305150	Chair, Altura, High Back, 25"L 25"D 43"H Adj.	9.5	352.00	528.00
305151	Chair, Altura, Med. Back, 25"L 25"D 37"H Adj.	9.5	336.00	504.00
305305	Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H	9.5	211.00	317.00
305114	Chair, Flex with Wheels, 24"L 22"D 31"H	9.5	158.00	237.00
305147	Chair, Luxor, High Back, 27"L 28"D 47"H Adj.	9.5	395.00	593.00
305148	Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.	9.5	359.00	539.00
305076	Chair, Otto, Highback Black, 23"L 21"D 43"H	9.5	444.00	666.00
305126	Chair, Task, 25"L 26"D 21"H	9.5	142.00	213.00
305043	Stool, Drafting, 25"L 26"D 34"H	9.5	206.00	309.00

Seating - Barstools

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
305012	Barstool, Banana, Black, 21"L 22"D 30"H	9.5	155.00	233.00
305013	Barstool, Banana, White, 21"L 22"D 30"H	9.5	155.00	233.00
305010	Barstool, Gin, Maple, 16"L 16"D 29"H	9.5	200.00	300.00
305023	Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32"H	9.5	209.00	314.00
305011	Barstool, Jetson, Black, 18"L 19"D 29"H	9.5	254.00	381.00
305289	Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H	9.5	89.00	134.00
305292	Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H	9.5	89.00	134.00
305291	Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H	9.5	89.00	134.00
305290	Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H	9.5	89.00	134.00
305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	9.5	284.00	426.00
305008	Barstool, Oslo, White, 17"L 20"D 30"H	9.5	284.00	426.00
305288	Barstool, Rustique, Gunmetal, 13"L 13"D 30"D	9.5	113.00	170.00
305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34	9.5	368.00	552.00
305207	Barstool, Zooley Swivel, White/Chrome Base, 15"Lx17"Dx	9.5	336.00	504.00

Tables - Cafe

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
305162	Table, Cafe, Blue/Black, 30" Round 29"H	9.5	218.00	327.00
305154	Table, Cafe, Blue/Chrome, 30" Round 29"H	9.5	290.00	435.00

Tables - Cafe

305164	Table, Cafe, Graphite/Black, 30" Round 29"H	9.5	218.00	327.00
305167	Table, Cafe, Graphite/Black, 36" Round 29"H	9.5	253.00	380.00
305156	Table, Cafe, Graphite/Chrome, 30" Round 29"H	9.5	290.00	435.00
305159	Table, Cafe, Graphite/Chrome, 36" Round 29"H	9.5	344.00	516.00
305165	Table, Cafe, Maple/Black, 30" Round 29"H	9.5	218.00	327.00
305168	Table, Cafe, Maple/Black, 36" Round 29"H	9.5	253.00	380.00
305157	Table, Cafe, Maple/Chrome, 30" Round 29"H	9.5	290.00	435.00
305160	Table, Cafe, Maple/Chrome, 36" Round 29"H	9.5	344.00	516.00
305161	Table, Cafe, Red/Black, 30" Round 29"H	9.5	218.00	327.00
305153	Table, Cafe, Red/Chrome, 30" Round 29"H	9.5	290.00	435.00
305282	Table, Cafe, Silver Texture/Black Base, 30" Round 29"H	9.5	138.00	207.00
305299	Table, Cafe, Silver Textured Grain/Tulip Chrome Base, 30	9.5	173.00	260.00
305283	Table, Cafe, White Laminate/Black Base, 36" Round 29	9.5	124.00	186.00
305301	Table, Cafe, White Laminate/Tulip Chrome Base, 36" Rou	9.5	170.00	255.00

Tables - Bar

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
305131	Table, Bar, Blue/Black, 30" Round 42"H	9.5	227.00	341.00
305140	Table, Bar, Blue/Chrome, 30" Round 42"H	9.5	296.00	444.00
305133	Table, Bar, Graphite/Black, 30" Round 42"H	9.5	227.00	341.00
305136	Table, Bar, Graphite/Black, 36" Round 42"H	9.5	278.00	417.00
305142	Table, Bar, Graphite/Chrome, 30" Round 42"H	9.5	296.00	444.00
305145	Table, Bar, Graphite/Chrome, 36" Round 42"H	9.5	350.00	525.00
305134	Table, Bar, Maple/Black, 30" Round 42"H	9.5	227.00	341.00
305137	Table, Bar, Maple/Black, 36" Round 42"H	9.5	278.00	417.00
305143	Table, Bar, Maple/Chrome, 30" Round 42"H	9.5	296.00	444.00
305146	Table, Bar, Maple/Chrome, 36" Round 42"H	9.5	350.00	525.00
305130	Table, Bar, Red/Black, 30" Round 42"H	9.5	227.00	341.00
305139	Table, Bar, Red/Chrome, 30" Round 42"H	9.5	296.00	444.00
305286	Table, Bar, Silver Textured Grain/Black Base, 30" Round	9.5	150.00	225.00
305302	Table, Bar, Silver Textured Grain/Tulip Chrome Base, 30"	9.5	184.00	276.00
305287	Table, Bar, White Laminate/Black Base, 36" Round 42"	9.5	141.00	212.00
305303	Table, Bar, White Laminate/Tulip Chrome Base, 30" Roun	9.5	177.00	266.00

Tables - Cocktail

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
305017	Table, Cocktail, Geo, Black, 50"L 22"D 16"H	9.5	231.00	347.00
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	9.5	237.00	356.00
305020	Table, Cocktail, Inspiration, 42"L 28"D 18"H	9.5	311.00	467.00
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	9.5	228.00	342.00
305016	Table, Cocktail, Silverado, 36" Round 17"H	9.5	274.00	411.00
305015	Table, Cocktail, Soho, 38"L 38"D 18.5"H	9.5	359.00	539.00
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	9.5	320.00	480.00
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	9.5	320.00	480.00

Tables - End Tables

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
305273	Table, Aura, White Metal, 15" Round 22"H	9.5	101.00	152.00
305274	Table, E, Wood, 21"L 15.5"D 27.5"H	9.5	97.00	146.00
305047	Table, End, Geo, Black, 26"L 26"D 20"H	9.5	207.00	311.00
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	9.5	215.00	323.00
305049	Table, End, Inspiration, 24"L 28"D 22"H	9.5	293.00	440.00
305211	Table, End, Oliver, 22" Round 22"H	9.5	202.00	303.00
305046	Table, End, Silverado, 24" Round 22"H	9.5	256.00	384.00
305045	Table, End, Soho, 26"L 26"D 27"H	9.5	311.00	467.00
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	9.5	236.00	354.00
305048	Table, End, Sydney, White, 27"L 23"D 22"H	9.5	236.00	354.00
305276	Table, Mosaic, Set of 3	9.5	188.00	282.00
305275	Table, Timber, Wood, 16" Round 17"H	9.5	119.00	179.00

Tables - Conference

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	9.5	263.00	395.00
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	9.5	423.00	635.00
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	9.5	277.00	416.00
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	9.5	423.00	635.00
305027	Table, Conf., Graphite, 42" Round 29"H	9.5	350.00	525.00
305028	Table, Conf., Graphite, 72"L 36"D 29"H	9.5	469.00	704.00
305029	Table, Conf., Graphite, 96"L 36"D 29"H	9.5	580.00	870.00
305171	Table, Conf., Gray, 72"L 36"D 29"H	9.5	469.00	704.00
305172	Table, Conf., Gray, 96"L 36"D 29"H	9.5	580.00	870.00
305033	Table, Conf., Mahogany, 120"L 42"W 29"H	9.5	638.00	957.00
305030	Table, Conf., Mahogany, 42" Round, 42"L 42"W 29"H	9.5	361.00	542.00
305031	Table, Conf., Mahogany, 72"L 42"W 29"H	9.5	427.00	641.00
305032	Table, Conf., Mahogany, 96"L 42"W 29"H	9.5	524.00	786.00
305177	Table, Conf., Manhattan, 42" Round 29"H	9.5	317.00	476.00



RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM & Q-2: PRICE LIST ORDER FORM TO:

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Tables - Conference

305293	Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"	9.5	256.00	384.00
305281	Table, Conf., White Laminate, 42" Round 29"H	9.5	208.00	312.00
305208	Table, Nova, Oval, White/Silver Legs, 71"L 35.5"D 29"H	9.5	545.00	818.00

Tables - Martini Bar

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	9.5	3,050.00	4,580.00
305003	Table, Bar, Martini, 50"L 50"D 47"H	9.5	1,130.00	1,700.00

Product Display

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
305002	Bookcase, Graphite, 36"L 13"D 71"H	9.5	338.00	507.00
305001	Bookcase, Mahogany, 36"L 13"D 71"H	9.5	338.00	507.00
305053	Etagere, Black, 30"L 16"D 70"H	9.5	306.00	459.00
305052	Etagere, Pewter, 30"L 16"D 70"H	9.5	306.00	459.00
305215	Pedestal, Black Plastic, 24"L 24"D 36"H	9.5	378.00	567.00
305216	Pedestal, Black Plastic, 24"L 24"D 42"H	9.5	444.00	666.00
305103	Pedestal, Locking Door, Black, 24"L 24"D 42"H	9.5	452.00	678.00
305297	Pedestal, Powered Locking, Black, 24"L 24"D 30"H	9.5	332.00	498.00
305295	Pedestal, Powered Locking, Black, 24"L 24"D 42"H	9.5	397.00	596.00
305298	Pedestal, Powered Locking, White, 24"L 24"D 30"H	9.5	332.00	498.00
305296	Pedestal, Powered Locking, White, 24"L 24"D 42"H	9.5	397.00	596.00

Office and Utility Furniture

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
305040	Credenza, Graphite, 72"L 24"D 29"H	9.5	471.00	707.00
305039	Credenza, Mahogany, 72"L 24"D 29"H	9.5	551.00	827.00
305057	Desk, Executive, Graphite, 60"L 30"D 29"H	9.5	465.00	698.00
305056	Desk, Executive, Mahogany, 60"L 30"D 29"H	9.5	511.00	767.00
305294	Desk, Writing/Work Table, White Laminate/White, 48"L 24"	9.5	242.00	363.00
305059	File, Lateral, Graphite, 36"L 20"D 29"H	9.5	398.00	597.00
305058	File, Lateral, Mahogany, 36"L 20"D 29"H	9.5	427.00	641.00

Lamps

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	9.5	273.00	410.00
305205	Lamp, Table, Mason, Silver, 16" Round 26"H	9.5	202.00	303.00

Convenience Packages

GEM Package

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
404200	GEM #3 10' x 10' Package Includes: (1) 10' x 10' Standard Exhibit System, (1) 10' x 10' Standard 13oz Carpet, (3) Contemporary Stools, (1) Starbase Table 30"x40", (1) Wastebasket.	9.5	3,628.00	5,442.50
404201	GEM #4 10' x 20' Package Includes: (1) 10' x 20' Standard Exhibit System, (1) 10' x 20' Standard 13oz Carpet, (2) Contemporary Stools, (1) Wastebasket.	9.5	7,045.00	10,572.50

Standard Furniture Package

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
404001	Chair Package A Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"x30", (1) Wastebasket.	9.5	403.50	606.50
404011	Stool Package A Includes: (2) Contemporary Stools, (1) Starbase Table 30"x40", (1) Wastebasket.	9.5	420.00	630.50

Standard Skirted Furniture Package

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
404002	Chair Package B Includes: (2) Contemporary Arm Chairs, (1) 6' Skirted Table 24"x30", (1) Wastebasket.	9.5	348.50	523.50
404012	Stool Package B Includes: (2) Contemporary Stools, (1) 6' Skirted Counter 24"x42", (1) Wastebasket.	9.5	383.00	574.50

Specialty Furniture Package

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
404104	Bar Package Includes: (2) White Oslo Barstools, (1) Martini Bar.	9.5	1,698.00	2,552.00
404101	Barcelona Club Package Includes: (2) Black Barcelona Chairs, (1) Inspiration End Table.	9.5	1,815.00	2,720.00
404103	Deluxe Chair Package Includes: (2) New York Chairs, (1) Cafe Table 36"x29".	9.5	736.00	1,104.00
404105	Premium Pedestal Package Includes: (2) Black Banana Barstools, (1) Locking Pedestal.	9.5	762.00	1,144.00
404106	Premium Stool Package Includes: (2) White Banana Barstools, (1) Bar Table 30"x42".	9.5	606.00	910.00
404108	South Beach Club Collection Includes: (1) White Half-Round Ottoman, (1) 3-Piece South Beach Sectional (Platinum Suede).	9.5	1,769.00	2,659.00

Standard Exhibits

20x20 Exhibits

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
600005	Exhibit System GEM #5, 20'x20' Island	9.5	10,140.00	15,210.00

10x20 Exhibits

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
600004	Exhibit System GEM #4, 10'x20' Inline	9.5	6,810.00	10,220.00

10x10 Exhibits

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
600002	Exhibit System GEM #2, 10'x10' Inline	9.5	1,640.00	2,460.00
600003	Exhibit System GEM #3, 10'x10' Inline	9.5	3,100.00	4,650.00

6ft Table Display

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
600001	Exhibit System GEM #1, 6' Tabletop Display	9.5	1,560.00	2,340.00

Accessories

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
600410	Exhibit, Ad Board, 1M x 8'	9.5	537.00	806.00
600110	Exhibit, Armight Black	9.5	79.50	119.00
600103	Exhibit, Counter, 1M Curved	9.5	740.00	1,110.00
600101	Exhibit, Counter, 1M x 1/2M x 40"H	9.5	374.00	561.00
600102	Exhibit, Counter, 2M x 1/2M x 40"H	9.5	513.00	770.00
600221	Exhibit, Light Box, Large 37"x85"	9.5	680.00	1,020.00
600222	Exhibit, Light Box, Medium 37"x56"	9.5	538.00	807.00
600223	Exhibit, Light Box, Small 37"x28"	9.5	332.00	498.00
661931	Exhibit, Panel, Slatwall, 1M x 8'	9.5	469.00	704.00
600291	Exhibit, Panel, Wirewall, 1M	9.5	459.00	689.00
600243	Exhibit, Shelf, 1M x 10" Deep	9.5	62.25	93.50
600262	Tackboard, Gem, 4' X 8'	9.5	537.00	806.00

Graphics and Signage

Graphics and Signage

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided	9.5	261.00	392.00
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	9.5	202.00	303.00
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	9.5	212.00	318.00
600528	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	9.5	384.00	576.00
600526	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided	9.5	236.00	354.00
600529	Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	9.5	502.00	753.00
600527	Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided	9.5	355.00	533.00
601099	Printed Cardboard Base for Freestanding Boards	9.5	23.15	34.75

Carpet Information

Prices include delivery, rental, and removal. Labor to install carpet is included when the carpet is installed on a flat floor space prior to exhibit installation. Labor will be charged at published rates when installation is required for stairs, platforms, risers, meeting rooms, or other installations post exhibit installation.

Precut

Custom-cut carpet is required for all booths larger than 30', or for booths configured as island or peninsula.

Custom Cut

Guaranteed to be high quality carpet, and includes visqueen plastic covering. Custom-Cut carpet orders must be received 14 days prior to move-in to guarantee delivery and color selection. Custom-Cut Carpet can be custom-dyed and we offer discounts for orders exceeding 2,000 square feet (please call for a quote). Custom dye orders require 30 days to process. A minimum of 100 square feet is required for custom-cut carpet orders.

Padding

GES offers the finest padding used in the industry, a 5/8" double-netted rebond pad. We guarantee your satisfaction.

Cancellation Policy

Custom Size Booth Carpet cancelled after being cut will be charged **100%**. All other carpet cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM & Q-2: PRICE LIST ORDER FORM TO:

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Furniture & Accessories Information

Prices include delivery, rental, installation, and removal. Please include Booth Layout Form (H-3) for placement of items.

Orders received within three (3) weeks prior show move-in are subject to availability and/or substitutions.

Cancellation Policy

Items cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.

Specialty Furniture Information

Prices include delivery, rental, installation, and removal. Please include Booth Layout Form (H-3) for placement of items. Custom orders are available. Please call for quote.

Orders received within three (3) weeks prior show move-in are subject to availability and/or substitutions.

Cancellation Policy

Items cancelled will be charged **100%** of original price after move-in begins.

Standard Exhibits Information

Prices include delivery, rental, installation, and removal. For Custom Exhibits, please send a request to email address exhibitdesign@ges.com.

Cancellation Policy

Due to material and labor costs, orders cancelled before move-in begins will be charged **50%** of original price. Similarly, orders cancelled after move-in begins will be charged **100%** of original price.

Graphics & Signage Information

Order graphics and **upload artwork files** directly online:

<https://e.ges.com/061600134/signs>



GES® offers eco-friendly and conventional carpet to enhance the look and comfort of your exhibit. Available in various colors of three carpet grades with padding option.

Standard

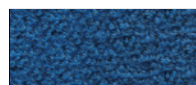
13 oz. is conventional filament nylon carpet that is re-used for pre-cut sizes and new for custom-cut orders.

Includes:

- 13 oz. 100% recyclable color options include Blue Jay, Pepper, and Black.
- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping



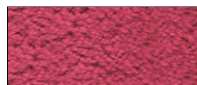
Black (41)



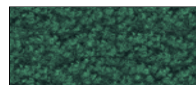
Blue (42)



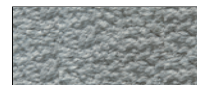
Blue Jay (56)



Burgundy (43)



Emerald Green (44)



Gray (40)



Pepper (52)



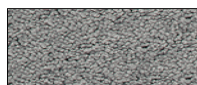
Red (49)

Plush

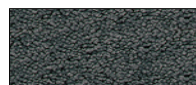
26 oz. premium carpet is 100% recyclable. Same industry tradeshow performance standards as conventional carpet, but helps to reduce the volume of excess materials from entering landfills.

Includes:

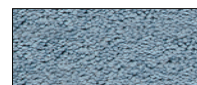
- 26 oz. 100% recyclable carpet
- 4 mil poly covering
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



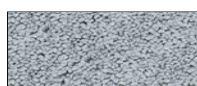
Cement (70)



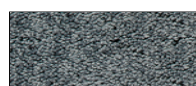
Charcoal (71)



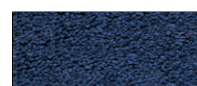
Cobalt (72)



Dove (73)



Lava Rock (74)



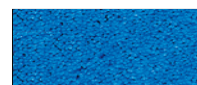
Navy (75)



Onyx (76)



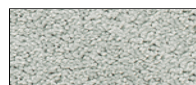
Red (49)



Royal Blue (77)



Silky Beige (78)



Silver (79)



Snow (80)

Ultra Plush

50 oz. premium carpet is 100% recyclable. Same industry tradeshow performance standards as conventional carpet, but helps to reduce the volume of excess materials from entering landfills.

Includes:

- 50 oz. 100% recyclable carpet
- 4 mil poly covering
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



Bisque (81)



Black (41)



Cabernet (82)



Graphite (83)



Iceberg (84)



Midnight (85)



Seascape (86)



Sterling (87)



Teal (85)

 The leaf symbol indicates recyclable or eco-friendly materials, per manufacturers specifications.

Colors may vary due to facility lighting, printing limitations and dye lot differences. Please refer to order form for availability at your show.



Chairs



300051 - Chair, Contemporary Arm, 23"W 18"D 31"H



300052 - Chair, Contemporary Side, 19.5"W 18"D 31"H



300050 - Chair, Plastic Contour, 18"W 18.5"D 32"H



300053 - Stool, Contemporary, 17"W 18"D 48"H

Tables



300057 - Table, Rectangle, 24"x36"x30" High



300056 - Table, Square, 24"x24"x30" High



300059 - Table, Starbase, 30" Diameter x 40" High



300058 - Table, Starbase, 40" Diameter x 30" High

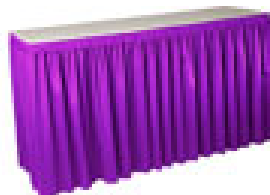
Skirted Tables



3004 - Table 4', Skirted 4 Sides, 24" x 30" High



3006 - Table 6', Skirted 3 Sides, 24" x 30" High



3008 - Table 8', Skirted 3 Sides, 24" x 30" High

Table Skirt Colors



Beige (54)



Black (41)



Blue (42)



Burgundy (43)



Forest Green (45)



Gold (46)



Gray (40)



Mauve (47)



Purple (48)



Red (49)



Teal (55)



White (50)



Accessories



300124 - Aisle Stanchion Chain, Plastic, Per Foot



300123 - Aisle Stanchion, without Chain



300103 - Aluminum Easel



300111 - Bag Stand



300102 - Coat Rack



300104 - Garment Rack



300106 - Literature Rack



300201 - Pegboard, White, 4'x8'



300107 - Refrigerator



300120 - Sign Holder, Bell Base



300108 - Sign Holder, Chrome, 22"x28"



300211 - Tackboard, 4'x8'



300112 - Ticket Tumbler, Small, Table Top



300113 - Wastebasket



300118 - Waterfall Stand



Seating - Sofas and Loveseats



305068 - Loveseat, Key West, Black,
57"L 35"D 33"H



305262 - Loveseat, Naples, Black Vinyl,
62"L 30"D 28"H



305264 - Sectional, Heathrow, Black
Vinyl, 72"L 48"D 28"H



305120 - Sectional, South Beach, 3 pc.,
Platinum, 152"L 40"D 33"H



305236 - Sofa, Allegro, Blue Fabric,
73"L 34.5"D 29.5"H



305265 - Sofa, Heathrow, Black Vinyl,
48"L 24"D 28"H



305125 - Sofa, Key West, Black, 85"L
35"D 33"H



305226 - Sofa, Mirabel, Brown Leather,
76"L 35"D 32"H



305261 - Sofa, Naples, Black Vinyl,
87"L 30"D 28"H



305221 - Sofa, Roma, White Vinyl, 78"L
31"D 33"H



305119 - Sofa, South Beach, Platinum
Suede, 69"L 29"D 33"H



305268 - Sofa, Tangiers, 78"L 37"D
36"H

Seating - Club Chairs



305235 - Chair, Allegro, Blue
Fabric, 36"L
34.5"D 29.5"H



305072 - Chair, Barcelona, Black,
30"L 31"D 35"H



305073 - Chair, Barcelona,
White, 30"L 30"D
31"H



305225 - Chair, Mirabel, Brown
Leather, 36"L
35"D 32"H



305220 - Chair, Roma, White
Vinyl, 37"L 31"D
33"H



305070 - Chair, Tub, Key West,
Black, 31"L 31"D
31"H



305267 - Corner, Heathrow, Black
Vinyl, 24"L 24"D
28"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Seating - Chairs



305152 - Chair,
Altura, Guest,
25"L 20"D 34"H



305041 - Chair,
Berlin, Black/
White, 18"L 22"D
32"H



305042 - Chair,
Berlin, Red/
White, 18"L 22"D
32"H



305110 - Chair,
Brewer, Black,
20"L 20"D 32"H



305260 - Chair,
Christopher,
White Vinyl w/
Chrome, 17"L
19"D 35"H



305285 - Chair,
Duet Stack,
Black/Chrome,
23"L 18.5"D 16"H



305231 - Chair,
Fusion, Clear/
White, 19"L 21"D
32"H



305230 - Chair,
Fusion, Green/
White, 19"L 21"D
32"H



305232 - Chair,
Fusion, Red/
White, 19"L 21"D
32"H



305266 - Chair,
Heathrow, Black
Vinyl, 24"L 24"D
28"H



305079 - Chair,
Ice Transparent/
Chrome, 17.25"L
20"D 32"H



305034 - Chair,
Iso Mesh Black,
36"L 24"D 38"H



305111 - Chair,
Jetson, 19"L
18"D 31"H



305271 - Chair,
La Brea Swivel,
Charcoal Gray
Fabric, 35"L 27"D
40"D



305149 - Chair,
Luxor, Guest,
27"L 28"D 40"H



305270 - Chair,
Madden Arm, Lt.
Gray Vinyl, 27"L
32"D 33"H



305263 - Chair,
Naples, Black
Vinyl, 36"L 30"D
28"H



305108 - Chair,
New York, 23"L
32"D 33"H



305115 - Chair,
Panton, White,
20"L 34"D 33"H



305284 - Chair,
Rustique Arm,
Gunmetal, 20"L
18"D 31"H



305272 - Chair,
Swanson Swivel,
White Vinyl, 28"L
25"D 18"H



305069 - Chair,
T-Vac
Translucent, 25"L
23"D 30"H



305269 - Chair,
Tangiers, 34"L
37"D 36"H



305250 - Chair,
Wendy, Clear
Acrylic, 15"L
20"D 36"H

Seating - Ottomans



305277 - Ottoman,
Bench, Black Vinyl,
60"L 20"D 18"H



305278 - Ottoman,
Bench, White Vinyl,
60"L 20"D 18"H



305085 - Ottoman,
Cube, Black, 17"L
17"D 18"H



305093 - Ottoman,
Cube, White
Leather, 17"L 17"D
18"H



305086 - Ottoman,
Half Round, Black,
72"L 36"D 17"H



305087 - Ottoman,
Half Round, White,
72"L 36"D 17"H



305240 - Ottoman, Puzzle Bench, White, 48"L 24"D 18"H



305092 - Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18"H



305280 - Ottoman, Square Seat, Black, 34"L 34"D 15"H



305279 - Ottoman, Square Seat, White, 34"L 34"D 15"H



305246 - Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H



305242 - Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H



305243 - Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"H



305241 - Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H



305244 - Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H



305245 - Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H



305247 - Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H

Seating - Office and Utility Seating



305150 - Chair, Altura, High Back, 25"L 25"D 43"H Adj.



305151 - Chair, Altura, Med. Back, 25"L 25"D 37"H Adj.



305305 - Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H



305114 - Chair, Flex with Wheels, 24"L 22"D 31"H



305147 - Chair, Luxor, High Back, 27"L 28"D 47"H Adj.



305148 - Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.



305076 - Chair, Otto, Highback Black, 23"L 21"D 43"H



305126 - Chair, Task, 25"L 26"D 21"H



305043 - Stool, Drafting, 25"L 26"D 34"H

Seating - Barstools



305012 - Barstool, Banana, Black, 21"L 22"D 30"H



305013 - Barstool, Banana, White, 21"L 22"D 30"H



305010 - Barstool, Gin, Maple, 16"L 16"D 29"H



305023 - Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32"H



305011 - Barstool, Jetson, Black, 18"L 19"D 29"H



305289 - Barstool, Lift, Chrome/Black, 15" Round, 23-33.5"H



305292 - Barstool, Lift, Chrome/Gray, 15" Round, 23-33.5"H



305291 -
Barstool, Lift,
Chrome/Red
Seat, 15" Round
23-33.5"H



305290 -
Barstool, Lift,
Chrome/White
Seat, 15" Round
23-33.5"H



305009 -
Barstool, Oslo,
Blue, 17"L 20"D
30"H



305008 -
Barstool, Oslo,
White, 17"L 20"D
30"H



305288 -
Barstool,
Rustique,
Gunmetal, 13"L
13"D 30"D



305206 -
Barstool, Shark
Swivel, White/
Chrome Base,
22"L 19"D 34"-
44"H



305207 -
Barstool, Zooley
Swivel, White/
Chrome Base,
15"Lx17"Dx31"-3
5"H

Table Surface Colors



Maple



Graphite Nebula



Brushed Red



Brushed Blue



Silver Textured

Tables - Cafe



305162 - Table,
Cafe, Blue/
Black, 30"
Round 29"H



305154 - Table,
Cafe, Blue/
Chrome, 30"
Round 29"H



305164 - Table,
Cafe, Graphite/
Black, 30"
Round 29"H



305167 - Table,
Cafe, Graphite/
Black, 36"
Round 29"H



305156 - Table,
Cafe, Graphite/
Chrome, 30"
Round 29"H



305159 - Table,
Cafe, Graphite/
Chrome, 36"
Round 29"H



305165 - Table,
Cafe, Maple/
Black, 30"
Round 29"H



305168 - Table,
Cafe, Maple/
Black, 36"
Round 29"H



305157 - Table,
Cafe, Maple/
Chrome, 30"
Round 29"H



305160 - Table,
Cafe, Maple/
Chrome, 36"
Round 29"H



305161 - Table,
Cafe, Red/
Black, 30"
Round 29"H



305153 - Table,
Cafe, Red/
Chrome, 30"
Round 29"H



305282 - Table,
Cafe, Silver
Texture/Black
Base, 30"
Round 29"H



305299 - Table,
Cafe, Silver
Textured Grain/
Tulip Chrome
Base, 30"
Round 29"H



305283 - Table,
Cafe, White
Laminate/Black
Base, 36"
Round 29"H



305301 - Table,
Cafe, White
Laminate/Tulip
Chrome Base,
36" Round 29"H



Tables - Bar



305131 - Table, Bar, Blue/Black, 30" Round 42"H



305140 - Table, Bar, Blue/Chrome, 30" Round 42"H



305133 - Table, Bar, Graphite/Black, 30" Round 42"H



305136 - Table, Bar, Graphite/Black, 36" Round 42"H



305142 - Table, Bar, Graphite/Chrome, 30" Round 42"H



305145 - Table, Bar, Graphite/Chrome, 36" Round 42"H



305134 - Table, Bar, Maple/Black, 30" Round 42"H



305137 - Table, Bar, Maple/Black, 36" Round 42"H



305143 - Table, Bar, Maple/Chrome, 30" Round 42"H



305146 - Table, Bar, Maple/Chrome, 36" Round 42"H



305130 - Table, Bar, Red/Black, 30" Round 42"H



305139 - Table, Bar, Red/Chrome, 30" Round 42"H



305286 - Table, Bar, Silver Textured Grain/Black Base, 30" Round 42"H



305302 - Table, Bar, Silver Textured Grain/Tulip Chrome Base, 30" Round 42"H



305287 - Table, Bar, White Laminate/Black Base, 36" Round 42"H



305303 - Table, Bar, White Laminate/Tulip Chrome Base, 30" Round 42"H

Tables - Cocktail



305017 - Table, Cocktail, Geo, Black, 50"L 22"D 16"H



305014 - Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H



305020 - Table, Cocktail, Inspiration, 42"L 28"D 18"H



305210 - Table, Cocktail, Oliver, 47"L 27"D 19"H



305016 - Table, Cocktail, Silverado, 36" Round 17"H



305015 - Table, Cocktail, Soho, 38"L 38"D 18.5"H



305025 - Table, Cocktail, Sydney Black, 48"L 26"D 18"H



305024 - Table, Cocktail, Sydney White, 48"L 26"D 18"H



Tables - End Tables



305273 - Table, Aura,
White Metal, 15"
Round 22"H



305274 - Table, E,
Wood, 21"L 15.5"D
27.5"H



305047 - Table, End,
Geo, Black, 26"L 26"D
20"H



305044 - Table, End,
Geo, Chrome, 26"L
26"D 20"H



305049 - Table, End,
Inspiration, 24"L 28"D
22"H



305211 - Table, End,
Oliver, 22" Round
22"H



305046 - Table, End,
Silverado, 24" Round
22"H



305045 - Table, End,
Soho, 26"L 26"D 27"H



305050 - Table, End,
Sydney, Black, 27"L
23"D 22"H



305048 - Table, End,
Sydney, White, 27"L
23"D 22"H



305276 - Table,
Mosaic, Set of 3



305275 - Table,
Timber, Wood, 16"
Round 17"H

Conference Tables



305175 - Table, Conf., Geo, Black,
42"L 42"D 29"H



305176 - Table, Conf., Geo, Black,
60"L 36"D 29"H



305173 - Table, Conf., Geo,
Chrome, 42"L 42"D 29"H



305174 - Table, Conf., Geo,
Chrome, 60"L 36"D 29"H



305027 - Table, Conf., Graphite,
42" Round 29"H



305028 - Table, Conf., Graphite,
72"L 36"D 29"H



305029 - Table, Conf., Graphite,
96\"/>



305171 - Table, Conf., Gray, 72\"/>



305172 - Table, Conf., Gray, 96\"/>



305033 - Table, Conf., Mahogany,
120\"/>



305030 - Table, Conf., Mahogany,
42\"/>



305031 - Table, Conf., Mahogany,
72\"/>



305032 - Table, Conf., Mahogany,
96\"/>



305177 - Table, Conf., Manhattan,
42\"/>



305293 - Table, Conf., Merlin,
Gray Laminate/Black, 46\"/>



305281 - Table, Conf., White
Laminate, 42\"/>



305208 - Table, Nova, Oval,
White/Silver Legs, 71\"/>

Tables - Martini Bar



305004 - Table, Bar, Martini 3 pc., 100"L 100"D 47"H



305003 - Table, Bar, Martini, 50"L 50"D 47"H

Product Display



305002 - Bookcase, Graphite, 36"L 13"D 71"H



305001 - Bookcase, Mahogany, 36"L 13"D 71"H



305053 - Etagere, Black, 30"L 16"D 70"H



305052 - Etagere, Pewter, 30"L 16"D 70"H



305215 - Pedestal, Black Plastic, 24"L 24"D 36"H



305216 - Pedestal, Black Plastic, 24"L 24"D 42"H



305103 - Pedestal, Locking Door, Black, 24"L 24"D 42"H



305297 - Pedestal, Powered Locking, Black, 24"L 24"D 30"H



305295 - Pedestal, Powered Locking, Black, 24"L 24"D 42"H



305298 - Pedestal, Powered Locking, White, 24"L 24"D 30"H



305296 - Pedestal, Powered Locking, White, 24"L 24"D 42"H

Office and Utility Furniture



305040 - Credenza, Graphite,
72"L 24"D 29"H



305039 - Credenza, Mahogany,
72"L 24"D 29"H



305057 - Desk, Executive,
Graphite, 60"L 30"D 29"H



305056 - Desk, Executive,
Mahogany, 60"L 30"D 29"H



305294 - Desk, Writing/Work
Table, White Laminate/White,
48"L 24"D 30"H



305059 - File, Lateral, Graphite,
36"L 20"D 29"H



305058 - File, Lateral,
Mahogany, 36"L 20"D 29"H

Lamps



305204 - Lamp, Floor,
Mason, Silver, 18" Round
55"H

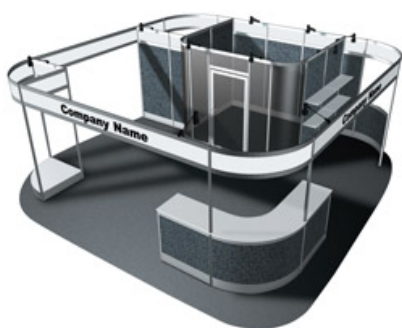


305205 - Lamp, Table,
Mason, Silver, 16" Round
26"H

With 5 GES® standard exhibits to choose from, selecting the size and configuration that meets your tradeshow needs is easy. Our modular exhibits are hassle-free because you pay no design fees, no shipping fees, and no repair or refurbishing fees. Plus, you may customize the trim and panels, and choose from a wide variety of accessories to create a unique exhibit that reinforces your brand and marketing efforts.

All packages include rental, delivery, installation, and dismantling. For other custom furnishings, hanging signs, or graphics, chat with your GES National Servicenter® representative at www.ges.com/chat.

20x20 Exhibits



600005 - Exhibit System GEM #5, 20'x20' Island Includes:

- three digitally printed signs
- one locking office
- four shelves
- one curved counter
- two 1m counters
- ten arm lights
- one standard 20' x 20' carpet
- no padding

10x20 Exhibits



600004 - Exhibit System GEM #4, 10'x20' Inline Includes:

- one 116-7/8" x 12" digitally printed sign
- one 57-13/16" x 12" digitally printed sign
- one 2m counter
- six arm lights
- five shelves
- one standard 10' x 20' carpet
- no padding

10x10 Exhibits



600002 - Exhibit System GEM #2, 10'x10' Inline Includes:

- one custom ID sign
- two arm lights
- one standard 10' x 10' carpet
- no padding



600003 - Exhibit System GEM #3, 10'x10' Inline Includes:

- one custom ID sign
- three arm lights
- five shelves
- one 1m counter
- one standard 10' x 10' carpet
- no padding

6ft Table Display



600001 - Exhibit System GEM #1, 6' Tabletop Display Includes:

- one custom ID sign
- three arm lights
- two shelves
- one 6' skirted table
- no carpet and padding

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Accessories



600410 - Exhibit, Ad Board, 1M x 8'



600110 - Exhibit, Armlight Black



600103 - Exhibit, Counter, 1M Curved



600101 - Exhibit, Counter, 1M x 1/2M x 40"H



600102 - Exhibit, Counter, 2M x 1/2M x 40"H



600221 - Exhibit, Light Box, Large 37"x85"



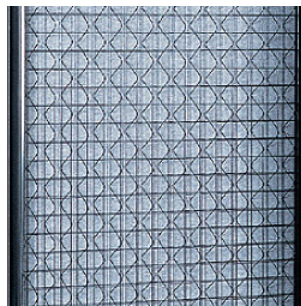
600222 - Exhibit, Light Box, Medium 37"x56"



600223 - Exhibit, Light Box, Small 37"x28"



661931 - Exhibit, Panel, Slatwall, 1M x 8'



600291 - Exhibit, Panel, Wirewall, 1M



600243 - Exhibit, Shelf, 1M x 10" Deep

Trim and Panel Choices

Panel Type & Color



Coated: Black (C41)



Coated: Oxford White (C50)



Coated: Prism Blue (C42)



Coated: Silver Gray (C79)



Fabric: Black (F41)



Fabric: Blue (F42)



Fabric: Gray (F40)

Trim Color



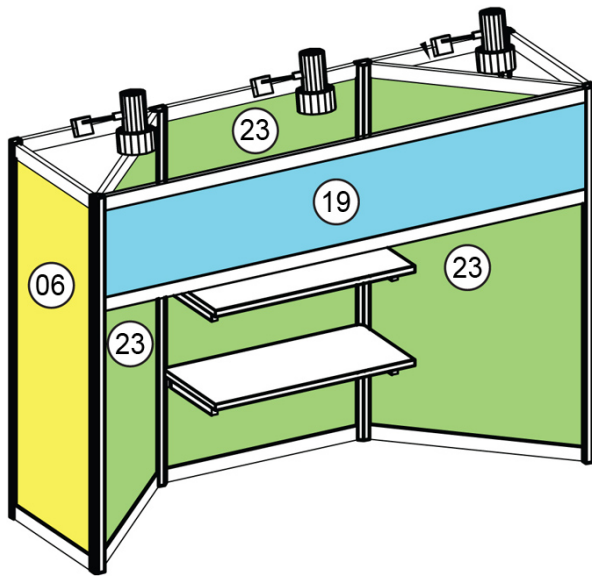
Black (41)



Silver (79)

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Exhibit #1, 6' Tabletop (600001)



23 608323 26 9/16" wide x 45" tall

Discount Price - \$158.00 /Regular Price - \$237.00

Produced on 3/16" Thick White Foamcore

06 608306 18 7/16" wide x 45" tall

Discount Price - \$65.25 /Regular Price - \$98.00

Produced on 3/16" Thick White Foamcore

19 608319 65 15/16" wide x 12" tall

Discount Price - \$104.00 /Regular Price - \$156.00

Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

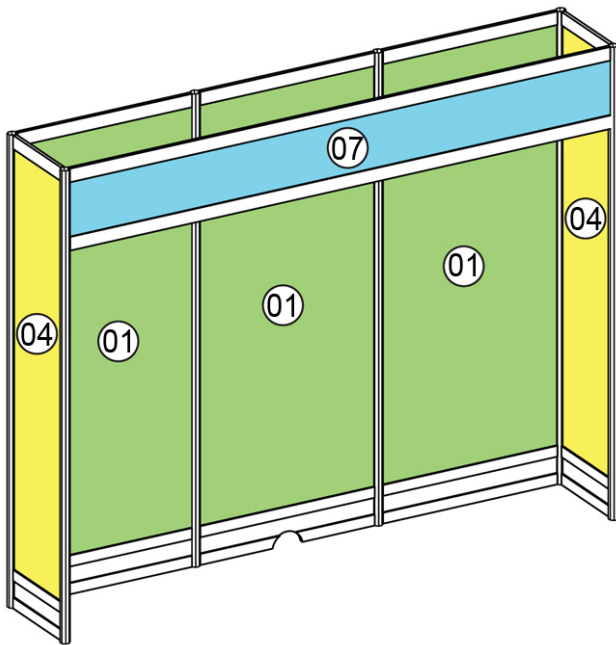
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Just enter your email address in the "Your Email Address:" field, enter gesgraphics@ges.com address in the "Recipient Email Address:", in the comments box type your name, the event you are exhibiting and city that the event is occurring. Click next, and browse to your files, lastly click the upload button to send. Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://file.ges.com/>



Exhibit #2, 10 x 10 (600002)



01 608301 38 1/8" wide x 86 1/4" tall

Discount Price - \$432.00 /Regular Price - \$648.00

Produced on 3/16" Thick White Foamcore

04 608304 18 7/16" wide x 86 1/4" tall

Discount Price - \$216.00 /Regular Price - \$324.00

Produced on 3/16" Thick White Foamcore

07 608307 117" wide x 12" tall

Discount Price - \$184.00 /Regular Price - \$276.00

Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

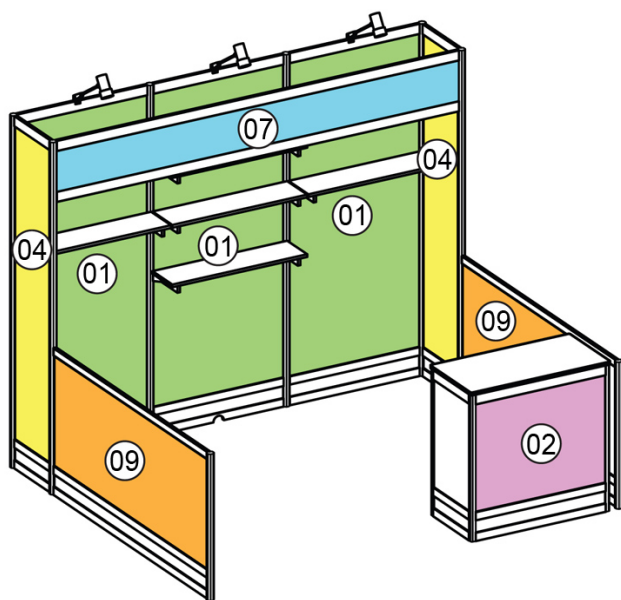
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Just enter your email address in the "Your Email Address:" field, enter gesgraphics@ges.com address in the "Recipient Email Address:", in the comments box type your name, the event you are exhibiting and city that the event is occurring. Click next, and browse to your files, lastly click the upload button to send. Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://file.ges.com/>



Exhibit #3, 10 x 10 (600003)



- 01** 608301 38 1/8" wide x 86 1/4" tall
Discount Price - \$432.00 /Regular Price - \$648.00
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$216.00 /Regular Price - \$324.00
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall
Discount Price - \$184.00 /Regular Price - \$276.00
Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall
Discount Price - \$152.00 /Regular Price - \$228.00
Produced on 3/16" Thick White Foamcore
- 09** 608309 77 1/2" wide x 30 1/4" tall
Discount Price - \$308.00 /Regular Price - \$462.00
Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

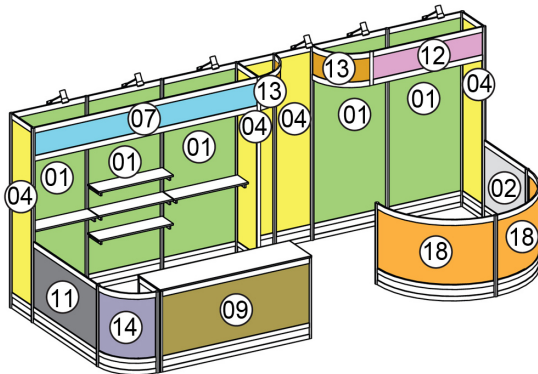
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Just enter your email address in the "Your Email Address:" field, enter gesgraphics@ges.com address in the "Recipient Email Address:", in the comments box type your name, the event you are exhibiting and city that the event is occurring. Click next, and browse to your files, lastly click the upload button to send. Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://file.ges.com/>



Exhibit #4, 10 x 20 (600004)



12 608312 57 7/8" wide x 12" tall

Discount Price - \$94.75 /Regular Price - \$142.00

Produced on 3/16" Thick White Foamcore

13 608313 29 3/4" wide x 12" tall

Discount Price - \$47.25 /Regular Price - \$71.00

Produced on 1/8" Thick White Foamacell

18 608318 60 3/4" wide x 30 1/4" tall

Discount Price - \$242.00 /Regular Price - \$363.00

Produced on 1/8" Thick White Foamacell

09 608309 77 1/2" wide x 30 1/4" tall

Discount Price - \$308.00 /Regular Price - \$462.00

Produced on 3/16" Thick White Foamcore

14 608314 29 3/4" wide x 30 1/4" tall

Discount Price - \$118.00 /Regular Price - \$177.00

Produced on 1/8" Thick White Foamacell

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Files should be uploaded to the GES ftp transfer utility site. Send your file/s directly to gesgraphics@ges.com (no login is required).

Just enter your email address in the "Your Email Address:" field, enter gesgraphics@ges.com address in the "Recipient Email Address:", in the comments box type your name, the event you are exhibiting and city that the event is occurring. Click next, and browse to your files, lastly click the upload button to send. Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://file.ges.com/>

01 608301 38 1/8" wide x 86 1/4" tall

Discount Price - \$432.00 /Regular Price - \$648.00

Produced on 3/16" Thick White Foamcore

04 608304 18 7/16" wide x 86 1/4" tall

Discount Price - \$216.00 /Regular Price - \$324.00

Produced on 3/16" Thick White Foamcore

11 608311 57 7/8" wide x 30 1/4" tall

Discount Price - \$90.75 /Regular Price - \$136.00

Produced on 3/16" Thick White Foamcore

02 608302 38 1/8" wide x 30 1/4" tall

Discount Price - \$152.00 /Regular Price - \$228.00

Produced on 3/16" Thick White Foamcore

07 608307 117" wide x 12" tall

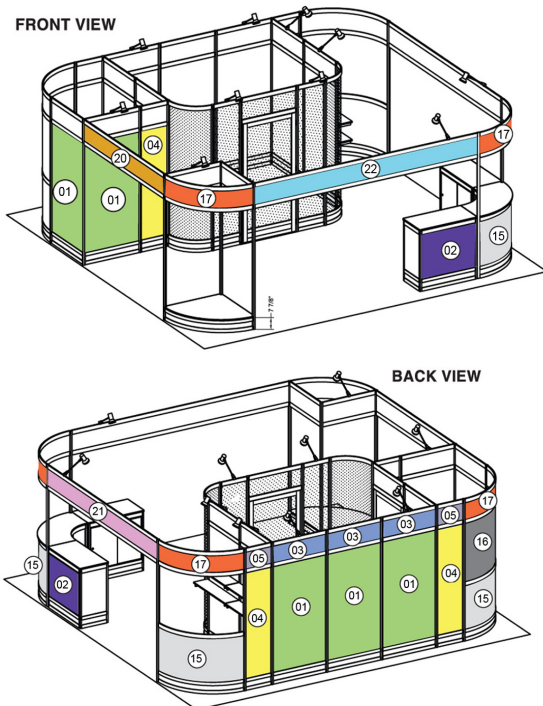
Discount Price - \$184.00 /Regular Price - \$276.00

Produced on 3/16" Thick White Foamcore



Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Exhibit #5, 20 x 20 (600005)



21 608321 136 9/16" wide x 12" tall
Discount Price - \$142.00 /Regular Price - \$213.00
Produced on 3/16" Thick White Foamcore

20 608320 97 3/16" wide x 12" tall
Discount Price - \$153.00 /Regular Price - \$230.00
Produced on 1/8" Thick White Foamcore

17 608317 60 11/16" wide x 12" tall
Discount Price - \$175.00 /Regular Price - \$263.00
Produced on 1/8" Thick White Foamacell

02 608302 38 1/8" wide x 30 1/4" tall
Discount Price - \$152.00 /Regular Price - \$228.00
Produced on 3/16" Thick White Foamcore

03 608303 38 1/8" wide x 12" tall
Discount Price - \$60.50 /Regular Price - \$90.75
Produced on 3/16" Thick White Foamcore

05 608305 18 7/16" wide x 12" tall
Discount Price - \$47.25 /Regular Price - \$71.00
Produced on 3/16" Thick White Foamcore

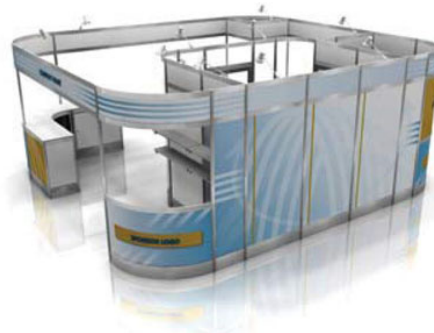
01 608301 38 1/8" wide x 72 3/8" tall
Discount Price - \$432.00 /Regular Price - \$648.00
Produced on 3/16" Thick White Foamcore

04 608304 18 7/16" wide x 72 3/8" tall
Discount Price - \$216.00 /Regular Price - \$324.00
Produced on 3/16" Thick White Foamcore

16 608316 60 11/16" wide x 40 1/4" tall
Discount Price - \$288.00 /Regular Price - \$432.00
Produced on 1/8" Thick White Foamacell

15 608315 60 11/16" wide x 30 1/4" tall
Discount Price - \$242.00 /Regular Price - \$363.00
Produced on 1/8" Thick White Foamacell

22 608322 156 1/4" wide x 12" tall
Discount Price - \$245.00 /Regular Price - \$368.00
Produced on 3/16" Thick White Foamcore



All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Files should be uploaded to the GES ftp transfer utility site. Send your file/s directly to gesgraphics@ges.com (no login is required).

Just enter your email address in the "Your Email Address:" field, enter gesgraphics@ges.com address in the "Recipient Email Address:", in the comments box type your name, the event you are exhibiting and city that the event is occurring. Click next, and browse to your files, lastly click the upload button to send. Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://file.ges.com/>

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American Society For Engineering Education Annual Conference

Washington State Convention Center

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We are committed to partnering with you to provide comprehensive and effective graphic solutions for your event. The graphics print and production industry continuously evolves, and we want your graphics and images to look their absolute best.

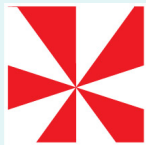
To ensure the highest quality output from your digital files, and to make file transfers as seamless as possible, please review and follow these guidelines when submitting artwork to GES. We also offer layout and design services for a fee. Please contact GES for details.

Suitable Formats for images or logos	
Program	Preferred Format
Adobe Illustrator CS6	ai, eps
Adobe Photoshop CS6	tiff (LZW), jpg (high quality), psd
Adobe InDesign CS6	indd (include all links)
Adobe Acrobat	PDF (press quality setting)

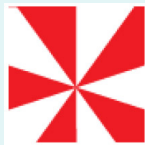
Suitable Media for images or logos	
Media	Preferred Format
CD-ROM (CD-R or CD-RW)	Please send hard copy color proofs
DVD-ROM (DVD-R or DVD-RW)	Please send hard copy color proofs
Email Attachments	Limited to maximum size of 5MB
FTP	Mandatory zip or sit compression

AVOIDING ADDITIONAL COSTS:

Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output, and often require additional hourly charges. Artwork should be created at actual size, however, for larger files i.e., banner artwork, 10% or 25% of actual size is acceptable. Scans should be no smaller than 300dpi at quarter size. To avoid additional costs associated with these file types, please supply files in accordance with the defined herein.



ai / eps
(vector)



gif
(raster)

Vectors

Editable Text

Vectors

Outlined Text

Vector Artwork

For the best quality, create in **vector format (ai or vector eps)**.

Logos taken from websites are generally gif files. **Gif files are not acceptable as they will not print clearly.** See Visual.

Artwork produced in vinyl, for example; solid company logos

or text, must be supplied in a **vector format (ai or vector eps)**.

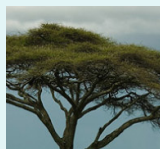
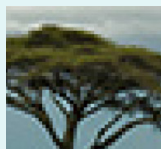
Artwork created in a pixel format i.e., TIFF and JPEG is not suitable. See Visual.



Low Resolution
(72 dpi)



High Resolution
(300 dpi)



Bitmap/Raster Artwork

Tif and PSD - These are the preferred file formats for raster images. Files should be supplied at 100dpi at full size, or they should scale to those dimensions. **If** the resolution is lower than 100dpi, images can look blurry or pixelated when printed. If there is a lot of small text in the raster image, the file can be provided at higher resolutions to ensure print quality. See Visual.

JPEG - We can use JPEG files, but because JPEGs use file compression this can sometimes affect image quality. Therefore, this file type should only be used if the files are being emailed.

PDF - These are print files only and cannot be altered to fit different sizes, artwork must be set up at the correct proportion and at print-ready quality. Ensure images are saved at high resolution (100dpi at final size).



Color Set Up

If your artwork is using PANTONE Colors, please supply a Pantone color reference. Some colors are more likely to be achieved, but due to printer limitations, Pantone colors are matched to the best possible interpretation for the specific output device. Hard copies such as brochures or print outs can be used as a reference for color matching.

Fonts

Turn all fonts into outlines or convert to paths before sending the files. If you are using a program where this is not an option, **YOU MUST INCLUDE ALL FONTS** with your files. OTF (open type fonts are preferred).

GES TRANSFER SITE

Please use our GES ftp transfer utility site to send file/s directly to your contact, no login required. Just enter the following information:

- Your email address in the "Your Email Address:" field
- Your contact's email address (gesgraphics@ges.com) in the "Recipient Email Address:" field
- Your company name/event name, event location and any other specifics associated with your graphic file under "Comments:"

Click next, browse to find your file/s and lastly, click the upload button to send.

The FTP transfer site is located at <https://file.ges.com/>

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Order Directly Online:

<https://e.ges.com/061600134/esm>

American Society For Engineering Education Annual Conference
Washington State Convention Center
June 14 - 16, 2015

Front and Backlit Graphics

When producing artwork for front lit graphics or transparencies keep these points in mind:

- Avoid setting type in Photoshop — instead use a vector-based program (such as Adobe Illustrator) for your type. If you do use vector smart objects, save the file as an.eps or .psd to retain vector properties.
- If you plan to add effects to your type (such as drop shadows or glows), follow these steps:
 - a. Import the Illustrator type into Photoshop
 - b. Add effects to the type
 - c. Separate the effects onto a layer
 - d. Delete the type layer
 - e. Assemble the type and photo in a vector program.
- Always provide logos in a vector format.
- If you have critical PMS colors to match, provide us with a layered Photoshop file to allow for color editing.
- Always add at least 1" of bleed to your images.
- Use gradients carefully and sparingly. Gradients often "band," and little can be done to correct the problem. Look at your high res file at 100% — if you can see the banding, it WILL appear in the print. Adding 1 pt. of noise to the file may resolve the problem.

File Sizes

Please build Photoshop (raster) graphics to at least 100dpi at final size. Any combination of size/resolution that produces this result is acceptable.

(e.g. 1/4 size file @400dpi)

Here is an easy way to determine how much digital information is needed for your graphic:

- Open a new document in Photoshop
- Enter the final width and height of your graphic.
- Enter a resolution of 100 dpi

The resulting megabyte size is the approximate amount of digital information we need for best quality output.

Adobe Illustrator, InDesign, Photoshop

- Work with .eps files as much as possible. .eps files are a better quality file format than .tif files and are accepted more easily by Adobe Illustrator.
- Save a Low Res files version of your files for proofing and a Hi Res file for production. Illustrator allows for seamless swapping of LR and HR files provided the images are the same dimensions.
- When saving your HR file, use the settings shown in *figure a*. This will compress the information in the file without degrading the quality. High resolution files saved with this setting present no issues for our output devices.
- If you must work with a .tif file because you are colorizing it in illustrator, save the HR file with the LZW compression option.
- Keep all color-critical elements of your design vector whenever possible. Don't send the layered Photoshop unless you need critical color corrections. If you want to add a Photoshop effect to a logo or color critical text: set the text in illustrator or keep the logo vector, create the desired effect in Photoshop, then link the Photoshop file into Illustrator under the color critical vector art or text.
- Photoshop files with text or vector smart objects need to be saved out as .eps or .psd to retain vector properties.

Placed Images

Provide placed images at 100dpi at 100% of final size as a .tif LZW compression or .psd embedding images in Illustrator is preferred and need to be 100dpi at final size.

Fonts

Turn all fonts to outlines or convert to paths before sending the files. If you are using a program where this is not an option, **YOU MUST INCLUDE ALL FONTS** with your files. OTF (open type fonts). are preferred.

Vinyl

We can only produce vinyl for type or logos from VECTOR based artwork. DO NOT send PowerPoint files, .gifs, .jpgs, .pdfs or raster-based images output to vinyl.

Remember!

- You **MUST** add bleed to your photographic images.
- Backlit graphics are held in place with velcro or with a frame—place type and critical images at least 1" from all edges to avoid this dead space (see diagram below).
- You **MUST** provide PMS colors. We are not responsible for accurate reproduction of your logo or corporate colors if PMS matches are not provided.
- Please make certain that your scans are clean (free of dust, dirt, and scratches) **BEFORE** you send them for production. Deadlines and time constraints do not allow us to check all your images for quality. We must assume the images you provide are the highest quality available to you. To check for quality, look at your Photoshop files at 100% enlargement. If you can see dirt and scratches, they will appear on your final output. Use the rubber stamp tool (clone stamp tool) to eliminate these imperfections.

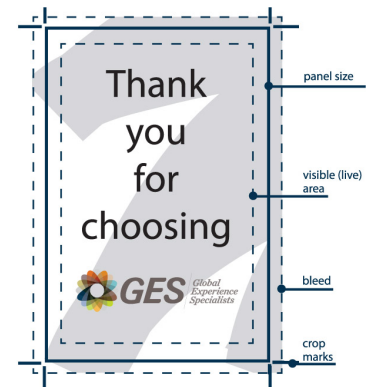


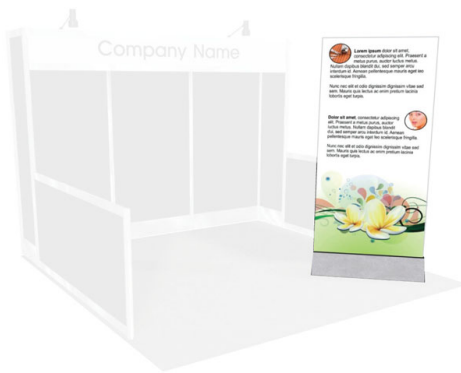
figure a.

Need Assistance?

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38" Ad Board

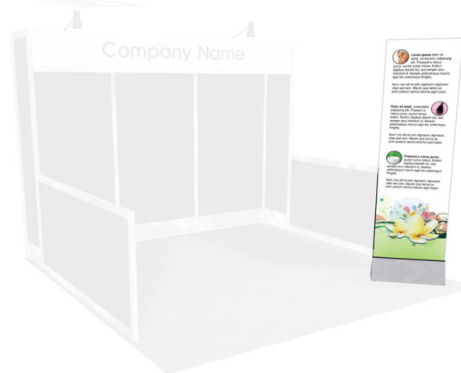


600527 Freestanding 38"W x 84"H Vertical Ad Board w/
Cardboard Base, Single Sided (includes cardboard
base, graphic & delivery)

600529 Freestanding 38"W x 84"H Vertical Ad Board w/
Cardboard Base, Double Sided

*Includes cardboard base, graphic and delivery.
Printed base available at additional cost.*

24" Ad Board

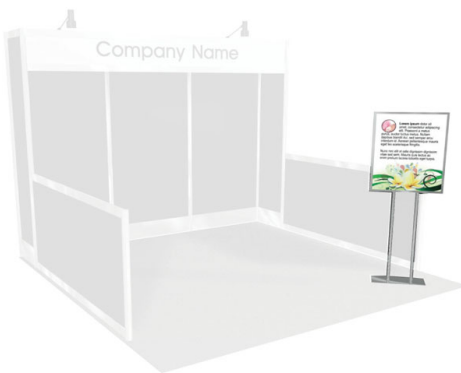


600526 Freestanding 24"W x 84"H Vertical Ad Board w/
Cardboard Base, Single Sided (includes cardboard
base, graphic & delivery)

600528 Freestanding 24"W x 84"H Vertical Ad Board w/
Cardboard Base, Double Sided

*Includes cardboard base, graphic and delivery.
Printed base available at additional cost.*

22" x 28" with Sign Holder



600533 22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided

600534 22"W x 28"H Vertical Sign w/ Sign Holder, Double
Sided

Includes sign holder rental, graphic and delivery.

6' x 3' Banner



600535 72"W x 36"H Vinyl Banner (horizontal or vertical) w/
Silver Grommets, Single Sided

*Banner is available horizontal or vertical.
Includes silver grommets.*

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

American Society For Engineering Education Annual Conference

Washington State Convention Center

June 14 - 16, 2015

Discount Deadline Date:

May 25, 2015

Go to below link to view images and information:
<http://ges.com/ecom/info/landD.pdf>

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)		

PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.
TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.

- Display Labor is required for all installation and dismantling of exhibits, including signs and floor covering installation.
- Exhibitor may unpack and place merchandise.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (½) hour without the use of tools.

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (½) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Worker per Hour	Discount	Regular	Show Site
Install & Dismantle, ST Code: 705000	\$ 87.00	\$ 109.00	\$ 131.00
Install & Dismantle, OT Code: 705000	\$ 152.00	\$ 190.00	\$ 228.00

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.

Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.

Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.

Show Site Rate: Rate applies to orders placed at show site

Please Indicate Service
☐ **GES Supervised (OK to Proceed)**
Please complete "Key Information" form (L-2)

GES will supervise labor to:

- Unpack and install display before Exhibitor arrival at show site.
- Dismantle and pack the display after show closing.
- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VII, b., Labor.

A 30% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

LOCATION OF BOOTH/DIMENSION OF BOOTH: Use the Booth Layout Form to represent your booth, indicate from each boundary how you would like your booth placed.

☐ **Exhibitor Supervised (Do Not Proceed)**

Exhibitor will supervise.

- Indicate workers needed for installation and dismantling
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type of booth:
☐ Pop-Up ☐ Two Story ☐ Custom

☐ Other: _____

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF WORKERS	LABOR RATE	TOTAL	3% PSP	SUBTOTAL	9.5% TAX	GRAND TOTAL
	AM PM	AM PM								\$
	AM PM	AM PM								\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.							A. Total Labor Ordered		\$	
Authorized Signature - Please Sign:							B. 30% (\$50.00 min) GES Supervision		\$	
X							C. Payment Enclosed		\$	

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat


Order Directly Online:

<https://e.ges.com/061600134/esm>

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

MANDATORY FORM*

American Society For Engineering Education Annual Conference
Washington State Convention Center
June 14 - 16, 2015

Discount Deadline Date:
May 25, 2015

COMPANY NAME _____	EMAIL ADDRESS _____	BOOTH NUMBER _____
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To Be Completed By Exhibitor When Order is Placed

Inbound Freight Information

Method ☐ GES Logistics ☐ Common Carrier ☐ AirFreight ☐ Vanline ☐ Other _____
Carrier (if known) _____
Contact _____ Phone _____
Number of Crates _____ Shipped By _____ Date _____
Number of Fiber Cases _____ Color _____ Pro Number _____
Target Date _____ Loose Display _____ Crated Display _____
Shipped To: (Check One) ☐ Warehouse ☐ Showsite

Setup Information for GES Installation

<input type="checkbox"/> Setup Drawings/Instructions Attached <input type="checkbox"/> Setup Drawings With Exhibit <input type="checkbox"/> Case/Crate Number _____ <input type="checkbox"/> Number of Workers Required for Setup _____ <input type="checkbox"/> Forklift Ordered Hrs. _____ Time _____ <input type="checkbox"/> Number of Graphics _____ Layout Provided? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Number of Lights _____ Number of Light Boxes _____	<input type="checkbox"/> Rental Carpet Color _____ <input type="checkbox"/> Own Carpet Color _____ <input type="checkbox"/> Padding _____ Approximate Time for Setup _____ Special Equipment Required _____ Description _____ Description _____
---	---

Did You Order ---

Electrical Outlets <input type="checkbox"/> Yes <input type="checkbox"/> No Electrical Drawings <input type="checkbox"/> Attached <input type="checkbox"/> Sent to the Official Electrical Contractor Booth Cleaning <input type="checkbox"/> Yes <input type="checkbox"/> No Furniture <input type="checkbox"/> Yes <input type="checkbox"/> No A/V Equipment <input type="checkbox"/> Yes <input type="checkbox"/> No Telephone/Internet <input type="checkbox"/> Yes <input type="checkbox"/> No	Electrical Labor/Boothwork <input type="checkbox"/> Yes <input type="checkbox"/> No With the Exhibit <input type="checkbox"/> _____ Other Items _____ _____ _____	Electrical Under Carpet <input type="checkbox"/> Yes <input type="checkbox"/> No _____ _____ _____
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Tear-down Information for GES Dismantle

<input type="checkbox"/> Tear-down Drawings/Instructions Attached <input type="checkbox"/> Tear-down Drawings With Exhibit <input type="checkbox"/> Case/Crate Number _____ <input type="checkbox"/> Number of Workers Required for Tear-down _____ <input type="checkbox"/> Forklift Ordered Hrs. _____ Time _____ <input type="checkbox"/> Number of Graphics _____ Layout Provided? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Number of Lights _____ Number of Light Boxes _____	<input type="checkbox"/> Rental Carpet Color _____ <input type="checkbox"/> Own Carpet Color _____ <input type="checkbox"/> Padding _____ Approximate Time for Tear-down _____ Special Equipment Required _____ Description _____ Description _____
---	---

Outbound Freight Information

Outbound Freight Charges _____ <input type="checkbox"/> PrePaid <input type="checkbox"/> Collect (for non-GES Logistics Shipments only) <input type="checkbox"/> Bill To _____ _____ <input type="checkbox"/> GES Storage _____ Method <input type="checkbox"/> GES Logistics <input type="checkbox"/> Common Carrier <input type="checkbox"/> AirFreight <input type="checkbox"/> Vanline <input type="checkbox"/> Other _____ Carrier (if known) _____ Contact _____ Phone _____ Exhibitor-completed GES' Outbound Material Handling Form attached: <input type="checkbox"/> Yes <input type="checkbox"/> No Exhibitor will pack all product, prepare shipping labels and complete GES' Outbound Material Handling Form attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	Consigned To _____ Address _____ City/State/Zip/Postal Code/Country _____ Second Consignee _____ Address _____ City/State/Zip/Postal Code/Country _____
---	--

Emergency Contact Information / Showsite Contact

Name _____ Title _____
 Telephone _____ Cell Phone _____
 Other Means of Contacting This Person _____
 Contact's Hotel _____ Arrival _____ Departure _____
 Purchasing Authorization ☐ Yes ☐ No

*This Form must be returned to GES for your orders to be processed.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT _____	DATE _____
--------------------------------------	------------

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Order Directly Online:

<https://e.ges.com/061600134/esm>

061600134

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American Society For Engineering Education Annual Conference

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COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)		

PLEASE COMPLETE THIS FORM FOR ALL IN-BOOTH FORKLIFT AND LABOR NEEDED.
TO DETERMINE IF YOU NEED IN-BOOTH FORKLIFT AND LABOR, PLEASE READ THIS FORM CAREFULLY.

- In-booth forklift and Labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator.

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour cancellation fee per worker and forklift will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Forklift w/Operator Per Hour	Discount	Regular	Show Site
5,000#, ST Code: 705200	\$ 183.00	\$ 229.00	\$ 275.00
5,000#, OT Code: 705200	\$ 256.00	\$ 320.00	\$ 384.00
Worker per Hour	Discount	Regular	Show Site
Freight, ST Code: 705030	\$ 91.00	\$ 114.00	\$ 137.00
Freight, OT Code: 705030	\$ 159.00	\$ 199.00	\$ 239.00

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.

Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.

Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.

Show Site Rate: Rate applies to orders placed at show site

Please Indicate Service
☐ **Exhibitor Supervised (Do Not Proceed)**

Exhibitor will supervise.

- Indicate workers needed for installation and dismantling
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type(s) of work:

- | | | |
|-------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Uncrating | <input type="checkbox"/> Unskidding | <input type="checkbox"/> Positioning |
| <input type="checkbox"/> Leveling | <input type="checkbox"/> Dismantling | <input type="checkbox"/> Recrating |
| <input type="checkbox"/> Reskidding | | |

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	X	TOTAL # OF FORKLIFTS	X	LABOR RATE	=	TOTAL	X	3% PSP	=	SUBTOTAL	X	9.5% TAX	=	GRAND TOTAL
	AM PM	AM PM															\$
	AM PM	AM PM															\$
	AM PM	AM PM															\$
	AM PM	AM PM															\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.													Payment Enclosed				\$

Authorized Signature - Please Sign:

X

AUTHORIZED NAME - PLEASE PRINT

DATE

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Order Directly Online:

<https://e.ges.com/061600134/esm>

American Society For Engineering Education Annual Conference
Washington State Convention Center
June 14 - 16, 2015

ATTENTION:

IMPORTANT RIGGING INFORMATION (HANGING SIGNS / TRUSS)

RIGGING DEFINED

The term "rigging" refers to the overhead suspension of objects from any portion of the physical building. All ground-supported Truss exceeding the height of 12" will also require approval.

EXHIBITOR GUIDELINES

All exhibitors that require rigging services must submit rigging plans to GES for review and approval at least **45 days** prior to the first day of move-in.

DOCUMENTS/INFORMATION REQUIRED FOR SUBMISSION

In order for your rigging request to be approved, you will need to provide the following information:

- Form H-2: Hanging Sign / Truss Labor Order Form (all information **MUST** be filled out)
- Line drawing of the hanging sign or truss structure
- Top view floor plan which shows placement within your booth line

All paperwork will need to be submitted to the contact below via fax, email or mail:

Shawn Warner
Global Experience Specialists, Inc. (GES)
4060 Lind Avenue Sw
Renton, WA 98057
Phone: 425-873-3121
Fax: 425-656-9122
Email: swarner@ges.com

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

American Society For Engineering Education Annual Conference
 Washington State Convention Center
 June 14 - 16, 2015

Hanging Signs

GES is responsible for assembly, installation, and removal of all hanging signs.

Remember:

1. All signs must be designed to comply with Show Organizer rules and regulations and facility limitations.
2. Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
3. If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
4. Include Exhibitor contact information with the order.
5. **Include engineer-stamped assembly and hanging instructions with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims arising out of or related to the installation or dismantle of any sign without approved drawings.**

Truss & Hoists

GES is responsible for assembly, installation, and removal of all truss.

Remember:

1. All truss must be designed to comply with Show Organizer rules and regulations and facility limitations.
2. All truss must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show site prior to rigging.
3. **Climbing on truss is strictly prohibited.**
4. All lamps and fixtures to be attached to truss must be in good working order and in compliance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
5. All hoists must be from a recognized manufacturer and must be in good working order.
6. Hoist maintenance records should be available for inspection by GES.

**Please complete and return the
 Hanging Sign / Assembly Labor Order Form (H-2) by May 25, 2015.**

To receive the Discount Price, you must complete and return the Hanging Sign / Truss Labor Order Form with Hanging Sign instructions and the Payment & Credit Card Charge Authorization by May 25, 2015. The hanging sign must also arrive at the GES warehouse by June 10, 2015 to receive the Discount Price and to ensure that the sign is hung prior to show opening. THERE IS NO GUARANTEE THAT YOUR SIGN WILL BE HUNG IF IT IS NOT RECEIVED BY THE DEADLINE DATE.

By sending us this information and shipping the sign in advance, you will help assure your sign is properly assembled and installed.

Shipping Instructions

Please ship your hanging signs in advance. All hanging signs must be received in advance at the GES warehouse by June 10, 2015 to receive the Discount Price. Please ship all hanging signs in a separate container with the special sign label enclosed in this exhibitor services manual. Mark bills of lading "Hanging Sign". Prepay all shipments. Collect shipments will not be accepted. See *Shipping Information and Shipping Guidelines* for more information.

Please call for information on advance shipping for all uncrateable signs.

To expedite the hanging sign, please use the special shipping labels located in this section of this exhibitor service manual.

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

American Society For Engineering Education Annual Conference
Washington State Convention Center
June 14 - 16, 2015

Discount Deadline Date:
May 25, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)		

GES IS RESPONSIBLE FOR ASSEMBLY, INSTALLATION, AND REMOVAL OF ALL HANGING SIGNS/TRUSS

- A crew will be assigned consisting of a lift with two riggers for aerial work.

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. If labor is not requested for the start of the working day, please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Worker per Hour	Discount	Regular	Show Site
Rigging, Hanging Sign, ST Code: 705020	\$ 107.50	\$ 134.00	\$ 161.00
Rigging, Hanging Sign, OT Code: 705020	\$ 167.00	\$ 209.00	\$ 251.00

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.

Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.

Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.

Show Site Rate: Rate applies to orders placed at show site

Please Indicate Service
☐ **GES Supervised (OK to Proceed)**

A 25% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

☐ **Exhibitor Supervised (Do Not Proceed)**

Exhibitor will supervise.

- Indicate workers needed for installation **and** dismantling.
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

Type of Sign (Select one sign type per order)

☐ Banner ☐ Structural Signage ☐ Systems

Shape of Sign (Select one sign type per order)

☐ Square ☐ Rectangle ☐ Triangle

☐ Circle ☐ Other _____

Dimensions & Weight of Sign

Width _____ Length _____ Height _____ Weight _____ lbs

_____ Structural Pick Points: # of Pounds _____ at each point

Number of Feet from Floor to Top of Sign (Must be compliant with Show Rules & Regulations) _____ Feet

Is Your Sign Electrical? if yes, order power requirements on the Electrical Services Order Form in this manual.

☐ Yes

☐ No

Does Your Sign Require Assembly? If yes, GES will assemble your sign prior to hanging. See Hanging Sign/Truss Information.

☐ Yes

☐ No

Include engineer-stamped assembly and hanging instructions with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims and/or bodily injuries arising out of or related to the installation or dismantle of any sign without approved drawings.

LOCATION OF SIGN / DIMENSION OF TRUSS: Use the H-3: Booth Layout Form to represent your booth and indicate from each boundary how you would like your sign/truss placed.

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF LIFT W/ CREW	LABOR RATE	=	TOTAL	X	3% PSP	=	SUBTOTAL	X	9.5% TAX	=	GRAND TOTAL
	AM PM	AM PM													\$
	AM PM	AM PM													\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.												A.	Total Labor Ordered	\$	
Authorized Signature - Please Sign:												B.	25% (\$50.00) GES Supervision	\$	
<input checked="" type="checkbox"/> X												C.	Payment Enclosed	\$	

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Order Directly Online:

<https://e.ges.com/061600134/esm>

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. *Copies of these labels are acceptable if additional labels are needed.*
See form H-1a: Hanging Sign Shipping Labels when shipping Hanging Signs.

H-1a



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

American Society For Engineering Education Annual Conference

NAME OF EXHIBITION

0610600134

Booth Number

C/O GES
4060 Lind Avenue SW
Renton, WA 98057
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Tuesday, May 12, 2015 - Wednesday, June 10, 2015

The GES Warehouse will be CLOSED Monday, May 25, 2015 in observance of Memorial Day.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 7:30 AM - 3:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

American Society For Engineering Education Annual Conference

NAME OF EXHIBITION

0610600134

Booth Number

C/O GES
4060 Lind Avenue SW
Renton, WA 98057
USA

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Carrier _____
Number _____ of _____ pieces



RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.
American Society For Engineering Education Annual Conference
 Washington State Convention Center
 June 14 - 16, 2015

Discount Deadline Date:
May 25, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
Vacuuming			
<i>Includes emptying your wastebasket nightly.</i>			
500601	Before Show Open Only (per sq. ft.)	\$ 0.54	\$ 0.81
500600	Duration of Show (per sq. ft. per day)	\$ 0.40	\$ 0.60
500602	Per Day (per sq. ft. per day)	\$ 0.61	\$ 0.92
Porter service			
<i>GES will empty wastebaskets & wipe down counters at two hour intervals, show hours only. Vacuuming not included. Calculate by your booth size.</i>			
501010	Porter Service, 0-500 sq.ft., Per Day	\$ 130.00	\$ 195.00
501010	Porter Service, 501-1500 sq.ft., Per Day	\$ 162.00	\$ 243.00
501010	Porter Service, 1501-3000 sq.ft., Per Day	\$ 196.00	\$ 294.00

To ensure your booth is show-ready, specify your requirements below. Please call us if you have a special need. GES is the exclusive cleaning contractor for your show and will handle all cleaning services on the exhibit floor. We offer discounts for orders exceeding 2,000 square feet (please call for a quote).

Cost of vacuuming, will be invoiced on the total area of your booth.
Cancellation Policy: Due to material and labor costs, orders cancelled before move-in begins will be charged **50%** of original price. Similarly, orders cancelled after move-in will be charged **100%**.

LABOR RATES ARE AS FOLLOWS:

Worker per Hour		Discount	Regular	Show Site
Porter Service, ST	Code: 705010	\$ 47.75	\$ 59.75	\$ 71.75
Porter Service, OT	Code: 705010	\$ 84.00	\$ 105.00	\$ 126.00

Use for booth wipedown, ice removal, etc. Hourly rates are listed above. The minimum charge for labor is four (4) hours per worker per day. Labor thereafter is charged in half (½) hour increments.

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.

Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.

Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.

Show Site Rate: Rate applies to orders placed at show site.

Please Indicate Service
Calculate Total Square Footage

Width _____ x Length _____ = _____ Square Feet

Would you like us to call you and give you a quote for hourly porter service?
☐ Yes ☐ No

Please list dates and times Vacuuming Per Day/Periodic Porter Service is needed:

To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention at the **GES Servicer®**. GES will be unable to adjust invoices after the close of the show.

Place Order Here

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	X NO. OF DAYS	TOTAL PRICE
500600	Vacuuming Duration			3	\$
500602	Vacuuming Per Day				\$

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	TOTAL PRICE
500601	Vacuuming Before Show Only			\$

ITEM#	DESCRIPTION	PRICE	X NO. OF DAYS	TOTAL PRICE
	Porter service			\$

DESCRIPTION	TOTAL # OF HOURS	X	TOTAL # OF WORKERS	X	LABOR RATE	= TOTAL PRICE
Porter Service Labor						\$

A.	Total All Items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%	A x 3 % = B		\$
C.	Payment Enclosed	A + B = C		\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.
Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Order Directly Online:

<https://e.ges.com/061600134/esm>

Credit Card Authorization: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

Check Payments: Global Experience Specialists, Inc. (GES) • Bank of America P.O. Box 96174, Chicago, IL 60693

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

MANDATORY FORM*

American Society For Engineering Education Annual Conference
Washington State Convention Center
June 14 - 16, 2015

Form Deadline Date:
May 25, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
STREET ADDRESS	CITY	STATE ZIP/POSTAL CODE COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER
BOOTH PRIMARY CONTACT NAME AND PHONE NUMBER		SHOWSITE CONTACT NAME AND PHONE NUMBER

Payment Policy

Payment for Services — GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharge.

Discount Prices — To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment — GES accepts MasterCard, Visa, American Express, check and bank ACH/Wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. *Exhibitors will be charged a \$50.00 fee for returned NSF checks.*

Third Party Billing — Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See *Third Party Billing Request* form.

Tax Exempt — If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.

Adjustments and Cancellations — No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc., for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

Bank ACH/Wire transfer payment information:

Beneficiary: Global Experience Specialists, Inc. (GES)
c/o Bank of America Account #: 7188101819
901 Main Street, TX1-492-07-14 Wire ABA Routing #: 026009593
Dallas, TX 75202-3714 USA ACH ABA Routing #: 071000039
Telephone # 702-263-2795 or 702-914-5112 SWIFT Address: BOFAUS3N
CHIPS Address: 0959

If requested, following is the physical address for routing identifiers:

Bank of America, Wire Transfer-Customer Services
2000 Clayton Road, Concord, CA 94520 USA

To properly credit your account, send the following information to the GES via email to Cash Application Team at cashapplication@ges.com.

- exhibiting company name, show name, show facility, and booth number
- date and amount of wire transfer
- bank and country where transfer originated

If you have any questions regarding our payment policy, please call GES National Servicer® at 800.475.2098 or visit the GES Servicer® at the show.

Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check, or bank wire transfer, however, we **require your credit card charge authorization to be on file with GES.**

• All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.

• **For your convenience,** we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

• GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

***This form must be returned to GES for your orders to be processed.**

Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e., Expiration Date, Account Number, Contact Information, Type of Card, Signature) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Card Number	<input type="checkbox"/> Corporate Card	<input type="checkbox"/> Personal Card
<div style="display: flex; justify-content: space-between;"> <div>PROVIDE EXPIRATION DATE</div> <div>EXPIRATION DATE</div> <div> <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> American Express </div> <div> *Signature Required Below </div> </div>		

CARDHOLDER'S NAME	PLEASE PRINT
CARDHOLDER'S BILLING ADDRESS	CITY
STATE	ZIP COUNTRY

Calculation of Orders

	TOTAL
Material Handling	\$
Carpet	\$
Furniture & Accessories	\$
Specialty Furniture	\$
Standard Exhibit Systems	\$
Graphics & Signage	\$
Installation & Dismantling Labor	\$
In-Booth Forklift & Labor	\$
Hanging Sign Labor	\$
Cleaning	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
FULL PAYMENT in U.S. funds drawn on a U.S. Bank Global Experience Specialists Federal ID #59-1008863 GES is exempt from backup withholding tax.	\$

To simplify payment, send a check payable to Global Experience Specialists for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of:	\$
Enclosed is a check in the amount of:	\$

Check Number:	Dated:
---------------	--------

Please note payment return addresses at top of form.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. *Credit card charge authorization signature required below.

PLEASE SIGN X

AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

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American Society For Engineering Education Annual Conference
 Washington State Convention Center
 June 14 - 16, 2015

Form Deadline Date:
 May 25, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Return this form when a third party (any party other than exhibiting company) ("AGENT") should be billed for services.

Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name			
Exhibiting Company Address		City	State
		Zip	
Phone	Fax	Exhibiting Company Contact Email Address	
<div style="border: 1px solid black; padding: 2px; display: inline-block;">Please Sign</div> <div style="margin-left: 20px;">X</div>		I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, and have advised all of my AGENTS of the same.	
Exhibiting Company Authorized Signature			
Exhibiting Company Authorized Name - Please Print		Date	

Step 2. Check services below to invoice to the Third Party

☐ **All Services** If the Third Party is not to be invoiced for "All Services" please select specific services below. Exhibitor will need to complete Payment and Credit Card Authorization (G-2) and submit with this form if third party is not to be invoiced for all services.

- | | | | | | |
|---|---|--|---|---|--|
| <input type="checkbox"/> Booth Cleaning | <input type="checkbox"/> Exhibit Systems | <input type="checkbox"/> GES Logistics | <input type="checkbox"/> I & D Labor | <input type="checkbox"/> Forklift Labor | <input type="checkbox"/> Material Handling |
| <input type="checkbox"/> Rental Carpet | <input type="checkbox"/> Rental Furniture | <input type="checkbox"/> Signs | <input type="checkbox"/> Transportation | | |
| <input type="checkbox"/> Other (Please Specify) _____ | | | | | |

Step 3. Provide the Third Party contact information

Third Party Company Name			
Third Party Company Address		City	State
		Zip	
Phone	Fax	Contact's Email Address	

Step 4. Complete Third Party Credit Card Charge Authorization with signature

Cardholder Name - Please Print			
Billing Address			
City	State	Zip	
Card Number	Expiration Date	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Corporate Card
		<input type="checkbox"/> VISA	<input type="checkbox"/> Personal Card
		<input type="checkbox"/> American Express	
<div style="border: 1px solid black; padding: 2px; display: inline-block;">Please Sign</div> <div style="margin-left: 20px;">X</div>		I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.	
Third Party Cardholder's Signature			
Third Party Cardholder's Name - Please Print		Date	

GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date. **It is understood and agreed that the Exhibiting Company is ultimately responsible for payment of charges for services requested by Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents.** If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES' Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by check or bank wire transfer.

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Order Directly Online:

<https://e.ges.com/061600134/esm>

061600134

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American Society For Engineering Education Annual Conference
 Washington State Convention Center
 June 14 - 16, 2015

Form Deadline Date:
 May 25, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

Return this form when a third party (any party other than Exhibiting Company) ("AGENT") should be billed for services.

Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name				
Exhibiting Company Address		City	State	Zip Country
Phone	Fax	Exhibiting Company Contact's Email Address		
Card Number	Expiration Date	<input type="checkbox"/> MasterCard <input type="checkbox"/> Corporate Card <input type="checkbox"/> VISA <input type="checkbox"/> Personal Card <input type="checkbox"/> American Express		
<div style="border: 1px solid black; padding: 2px; display: inline-block;">Please Sign</div> <div style="margin-left: 10px;">X</div>		I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, and have advised all of my AGENTS of the same.		
Exhibiting Company Authorized Signature				
Exhibiting Company Authorized Name - Please Print		Date		

Step 2. Check services below to invoice to the Third Party

☐ **All Services** If the Third Party is not to be invoiced for "All Services" please select specific services below. Exhibitor will need to complete Payment and Credit Card Authorization (G-2) and submit with this form if third party is not to be invoiced for all services.

- | | | | | | |
|---|---|--|---|---|--|
| <input type="checkbox"/> Booth Cleaning | <input type="checkbox"/> Exhibit Systems | <input type="checkbox"/> GES Logistics | <input type="checkbox"/> I & D Labor | <input type="checkbox"/> Forklift Labor | <input type="checkbox"/> Material Handling |
| <input type="checkbox"/> Rental Carpet | <input type="checkbox"/> Rental Furniture | <input type="checkbox"/> Signs | <input type="checkbox"/> Transportation | | |
| <input type="checkbox"/> Other (Please Specify) _____ | | | | | |

Step 3. Provide the Third Party contact information

Third Party Company Name				
Third Party Company Address		City	State	Zip/Postal Code Country
Phone	Fax	Contact's Email Address		

Step 4. Complete Third Party Credit Card Charge Authorization with signature

Cardholder Name - Please Print				
Billing Address				
City	State	Zip/Postal Code	Country	
Card Number	Expiration Date	<input type="checkbox"/> MasterCard <input type="checkbox"/> Corporate Card <input type="checkbox"/> VISA <input type="checkbox"/> Personal Card <input type="checkbox"/> American Express		
<div style="border: 1px solid black; padding: 2px; display: inline-block;">Please Sign</div> <div style="margin-left: 10px;">X</div>		I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.		
Third Party Cardholder's Signature				
Third Party Cardholder's Name - Please Print		Date		

GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date. It is understood and agreed that the Exhibiting Company is ultimately responsible for payment of charges for services requested by Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents. If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by check or bank wire transfer.

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Order Directly Online:

<https://e.ges.com/061600134/esm>

061600134

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

**MANDATORY
FORM***

American Society For Engineering Education Annual Conference
Washington State Convention Center
June 14 - 16, 2015

Form Deadline Date:
May 25, 2015

COMPANY NAME		EMAIL ADDRESS		BOOTH NUMBER
SHOWSITE CONTACT		SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL	CONTACT'S HOTEL (OPTIONAL)

A unique grid must be completed for each of the following services to ensure proper placement of items in your booth. Please do not combine services onto a single grid. Print/photocopy as needed.

- ☐ Hanging Signs/Truss - Form H-2
- ☐ Pegboard / Tackboard - Form Q-1
- ☐ Special Colored Drape - Form Q-1
- ☐ Standard Exhibit Systems (if exhibit size is smaller than booth size) - Form Q-1
- ☐ Pad and Carpet (if you are not carpeting your entire booth) - Form Q-1
- ☐ Installation & Dismantling - Form L-1

To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

Each square is _____ feet square since my booth is _____ feet wide by _____ feet long.

BACK OF BOOTH (indicate adjacent booth or aisle number: _____)

Indicate
Adjacent
Booth or
Aisle Number:

Indicate
Adjacent
Booth or
Aisle Number:

FRONT OF BOOTH (indicate adjacent booth or aisle number: _____)

***This form must be returned to GES for your orders to be processed.**

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

© 2015 Global Experience Specialists, Inc. (GES)



Order Directly Online:

<https://e.ges.com/061600134/esm>

061600134

Additional Service Order Forms



Exhibitor Services

Order your facility services with one click

Priority Exhibitor Services only from WSCC - Online and Onsite.

[CLICK HERE TO PLACE
YOUR WSCC ORDERS](#)

YOUR SERVICE IS OUR PRIORITY

Here at the Washington State Convention Center we understand how critical our facility services are to the success of your exhibition. To achieve the best possible service delivery and coordination WSCC offers a new, innovative ordering process—[Priority Exhibitor Services](#).

Gone are the days of submitting multiple order forms and booth plans or to managing separate invoices for your venue services. As the world gets busier and more connected, WSCC is committed to meeting you where your need us most - Online and Onsite.

If you need venue services that are not listed on our online Priority Exhibitor Services portal, contact your [Exhibitor Services Representative](#) to place your order[†].

* exclusive partner

** preferred partner

[†] Orders not placed online may result in a processing fee.

WSCC SERVICE PARTNERS

Temporary Utilities - powered by **EDLEN** *
(electrical, air/water/drain)

Data & Telecom - provisioned by **SmartCity** *
(internet, WiFi, phones)

Catering - serviced by **ARAMARK** *

Audio Visual - provided by **PSAV** **

PRIORITY EXHIBITOR SERVICES

Advance online pricing
Premier customer support
Coordination of facility services
Onsite staffed service desk
Post-event reporting of services
Consolidated, detailed billing

Visit our new, online [Priority Exhibitor Services](#) portal.
Contact your Exhibitor Services Representative:
Email: Exhibitor.Services@wscc.com Ph: (206) 694-5015

Paste this URL if the links above are inactive:
https://iEBMS.wscc.com/WSCC_iEBMS/coe/coe_p1_all.aspx?oc=01&cc=COESOP





2015 OFFICIAL : Audio-Video-Data Order Form

Video / Misc. Equipment	Qty	Pre-Show Daily Rate	On-Site Daily Rate	Total	Required Customer Information
DVD Player		\$50	\$70		PLEASE PRINT
Blu Ray/DVD Player		\$65	\$91		Exhibitor Name:
34" Cart with Skirt		\$40	\$56		Address:
54" Cart with Skirt		\$60	\$84		City:
Safelock Stand		\$40	\$56		State: Zip Code:
50' VGA Cable		\$25	\$35		Ordered By:
50' HDMI Cable		\$35	\$49		Telephone:
Laptop Computer		\$125	\$175		Fax:
Other Equipment Please Call					e-Mail:
Video / Display	Qty	Pre-Show Daily Rate	On-Site Daily Rate	Total	Required Delivery Information
Video / Data LCD Projector (3000 Lumens)		\$250	\$350		Exhibit Booth #:
17" LCD Flat Screen Monit (DATA / COMPUTERS ONLY)		\$75	\$105		Preferred Delivery Date:
22" LCD Flat Screen Monitor (DATA / COMPUTERS ONLY)		\$95	\$133		Delivery Time: <input type="checkbox"/> 8AM - 12PM <input type="checkbox"/> 12PM - 5PM
32" Flat Panel - Includes Stand		\$150	\$210		On Site Contact:
42" Flat Panel - Includes Stand		\$225	\$315		Cell or Pager #:
52" Flat Panel - Includes Stand		\$275	\$385		Signature:
60" Flat Panel - Includes Stand		\$400	\$560		
Projection Screens	Qty	Pre-Show Daily Rate	On-Site Daily Rate	Total	Terms and Conditions
8' Tripod Screen with Skirt		\$25	\$35		1. Representative MUST BE on-site at for Delivery. 2. Exhibitor assumes responsibility for Loss or Damage to property of TREP after Delivery and acceptance at Booth. 3. Fee does not include service or technical assistance. 4. Order form and final payment must be received 10 days prior to event date. 5. Cancellation must be received 7 days prior to delivery date to avoid charges.
Audio Equipment	Qty	Pre-Show Rate	On-Site Rate	Total	
Wired Handheld Microphone		\$45	\$63		
Wireless UHF Mic (Lav - Headset - Handheld) Circle 1		\$125	\$175		
Powered Speaker System (2 Speakers w/ Stands)		\$200	\$280		
Additional Sound Systems Available - Please Call					
4 Channel Mono Audio Mixer		\$35	\$49		
CD Player (Single Track)		\$45	\$63		
Miscellaneous Equipment	Qty	Pre-Show Daily Rate	On-Site Daily Rate	Total	
Other Equipment Offered - Truss, Motors, Rigging, Lighting, Automates					Ordering Process
Please Call for Pricing					
Totals PAYMENT IS DUE WHEN ORDER IS PLACED					Email Form To: events@3riversentertainment.com Fax Form To: 412-224-4408 (please unblock number) Questions about your order email av@3riversentertainment.com
EQUIPMENT TOTAL:				1	
Number of Days				2	
SUBTOTAL: (Line 1 multiplied by Line 2)				3	
DELIVERY/SET-UP/PICKUP: (25% of line 1 or \$100.00 minimum)				4	
SUBTOTAL:				5	Payment Processing
STATE SALES TAX: (7% of Line 3)				6	
TOTAL DUE:				7	
Method of Payment					For billing inquiries please email: events@3riversentertainment.com
<input type="checkbox"/> CHECK <input type="checkbox"/> CREDIT CARD A credit card authorization form must be filled out and submitted when paying by credit card.					Audio Visual Service
Equipment Received By _____ Date _____					

Exhibitor Terms and Conditions

This confirms the following Agreement between _____ (herein referred to as Lessee), and **Three Rivers Entertainment, Inc.** (Herein referred to jointly and severably as TREP). TREP agrees to rent LESSEE equipment described on the attached equipment list (Herein referred to as "Equipment") subject to the following Terms and Conditions:

1. **RENTAL** - Rental prices do not include labor, delivery, set up or electrical services.
2. **INDEMNIFICATION AND RISK OF LOSS OR DAMAGES** - It is understood and agreed that LESSEE is renting equipment for a specified period of time and is responsible for its safe return. All "Equipment" must be returned to TREP in the same condition as it was in at the time of delivery. LESSEE hereby agrees to be billed for any "Equipment" damaged in any way, or lost, prior to being safely returned to TREP. It is understood that LESSEE assumes liability for any and all personal injuries or damage to property that occur at Engagement including, but not limited to, those caused by any guests, employees, contractors or participants at Engagement. LESSEE shall indemnify, defend and hold TREP, its agents, employees and performers harmless from and against all claims, losses, liabilities, costs, expenses, obligations, and damages including, without limitation, litigation costs and reasonable attorneys' fees sustained, incurred or required to be paid by TREP that relate to or arise out of this Agreement. LESSEE further agrees to assume responsibility for any and all attorneys' fees and other legal expenses incurred by TREP to enforce this Agreement with respect to the conditions stated above. LESSEE authorizes TREP to charge LESSEE's credit card for any damaged or missing equipment and agrees to waive it's right to dispute such charges. LESSEE agrees to name TREP as additionally insured for loss and/or damage to "Equipment" as well as for death, injuries and all other liabilities for a minimum of \$1,000,000.00 (One Million US Dollars.) LESSEE agrees to email Certificate of Insurance naming TREP as additionally insured to events@3riversentertainment.com or fax to 412.224.4408 prior to delivery of equipment.
3. **LIMITATION OF LIABILITY** - In recognition of the relative risks and benefits of the Engagement to both the LESSEE and TREP, the risks have been allocated such that the LESSEE agrees, to the fullest extent permitted by law, to limit the liability of TREP to the LESSEE for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of TREP to the LESSEE shall not exceed TREP's total fee for services rendered. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.
4. **CANCELLATIONS/WAIVER OF DISPUTES** – All Equipment rental fees are non-refundable. LESSEE's Credit Card will be charged immediately upon receiving the signed order. All fees are 100% non-refundable. LESSEE waives it's right to any dispute process that is offered by LESSEE'S credit card company or financial institution.
5. **PAYMENT TERMS** - Full payment, including any applicable tax and a 6% credit card fee is due at the time services are ordered. All payments must be in U.S. dollars. Orders received without advance payment or after the deadline date will incur additional charges as indicated on the order form. It is LESSEE'S responsibility to immediately advise a TREP technician of any problem with any piece of Equipment. If you are exempt from payment of sales tax, TREP requires you to forward an exemption certificate for the State in which the services are to be used along with your rental. Failure to provide your tax exempt certificate will result in a non-refundable sales tax charge on your order. Additional service charges and/or labor charges may be assessed for installations that are unusual or labor intensive. Service may be interrupted if any payment is not received in full. There is a 50.00 charge, plus any other applicable expenses, to reprocess the method of payment submitted for a rental if your credit card is declined.

LESSEE

Date Signed

*****Please write your entities' legal name on the line at the top of this sheet, indicating name of LESSEE*****



1028 Saw Mill Run Boulevard, Pittsburgh, PA 15220
412-429-4000

CREDIT CARD PAYMENT AUTHORIZATION FORM

Sign and complete this form to authorize **Three Rivers Entertainment & Production** to make a debit to the credit card listed below per the terms and conditions in your contract. Signing this completed form authorizes **Three Rivers Entertainment & Production** to debit your account for the amounts as stated in the contract plus any applicable tax and up to a 6% additional charge due to the loss of the "cash/check" payment discount for services and/or equipment.

Please complete the information below:

I _____ authorize **Three Rivers Entertainment, inc.**
(full name)

to charge my credit card account as stated in the contract plus any applicable tax if not already included and up to a 10% increase due to my declination of the cash/check payment discount on as stated in the contract. This payment is for services provided by Three Rivers Entertainment & Production. Title of Event: _____

Billing Address _____ Phone# _____
City, State, Zip _____ Email _____

Account Type: ☐ Visa ☐ MasterCard ☐ AMEX ☐ Discover

Company Name _____

Cardholder Name _____

Account Number _____

Expiration Date _____

CVV2 (3 digit number on back of Visa/MC, 4 digits on front of AMEX) _____

SIGNATURE _____

DATE _____

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization corresponds with the contract as described above, for the total amount plus up to a 6% increase due to my declination of the cash/check payment discount. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company. In the event that I dispute the fees, I personally accept liability for the full amount stated in the Contract that I signed, plus all legal fees and expenses required to collect any unpaid balances to Three Rivers Entertainment, inc.

Attention Exhibitor - Urgent Notice: 24-Hour Power

It is important for businesses to meet the needs of the present without compromising the potential of future generations to meet their needs. This philosophy has been the focus of Edlen Electrical Exhibition Services "Green" policies in respect to both trade shows and exhibits and within our own offices.

In working with the Washington State Convention Center on energy conservation, Edlen is required to turn off all exhibit hall power 30 minutes after the show closes each day and turn it back on 30 minutes before show opens. Exhibitor participation is appreciated in turning off the power in your booth at the close of each day. **Power will be cut off to your booth unless you order 24-hour power. Edlen recommends that exhibitors shut off power to any devices in their booth at show closing, especially computers.**

If you require your power to be left on 24 hours a day please be sure to mark this on your order form. If you have already placed your order with us, you may send in a revised order adding 24 hour power to your order.

Please note that power is left on during show move-in to allow for early morning and late night booth work.

If you have any questions or concerns please feel free to contact our offices at 206-781-2411, by fax at 206-781-2270 or by email at Seattle@edlen.com so that we may assist you.

Thank you for your cooperation.

Edlen Electrical Exhibition Services
Seattle, Washington

5931 4th Avenue South
Seattle, WA 98108
P (206) 781 - 2411
F (206) 781 - 2270



Washington State
Convention Center
www.wsc.com

Exhibitor Company Name:	Booth / Room #:	Show Name: ASEE - 2015 Annual Conference & Exposition
Billing Company Name:	Show Dates: 6 / 14 / 15 To 6 / 17 / 15	
Billing Company Address:	Incentive Order Deadline: 5/29/15	
City, State / Country, Zip:	Phone Number: () -	
Contact:	Email:	
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px;"></div>	Expire Date(MM/YY): <div style="border: 1px solid black; width: 50px; height: 20px; margin-top: 5px;"></div>	Cell Number: () -
Credit Card Billing Address:	Credit Card Billing City, State / Country, Zip:	
Print Credit Card Holder Name(as it appears on card):	Card Holder Signature:	

A valid credit card number with signature must be on file regardless of payment method. Total payment must accompany order.

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at www.ccpi.net/exhibitor/conditions.asp

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:
---	--

<p>Dedicated Wired Internet Routers Allowed</p> <p>Connection speeds of 3Mbps and up</p> <p>Required for:</p> <ul style="list-style-type: none"> Web Casting HD Streaming Routers(wired or wireless) <p>Includes 5 Static Public IP Addresses</p>	<p>Premium Wired Internet No wired or wireless routers</p> <p>Shared Connection speeds up to 10Mbps</p> <p>Recommended for:</p> <ul style="list-style-type: none"> Wired Cyber Cafe Social Media Feeds Multi Media Downloads <p>Includes 1 Static Private IP Address</p>	<p>Basic Wired Internet No wired or wireless routers</p> <p>Shared Connection speeds up to 1.54Mbps</p> <p>Recommended for:</p> <ul style="list-style-type: none"> Email Surfing the Internet <p>Supports 1 device only</p>
---	--	--

Important! All online orders will receive a 5% discount.

ORDER ON LINE: www.ccpi.net/order/online.asp

*****Incentive rate applies to orders received with payment 14 days prior to 1st day of show move-in*****

1. Shared Internet Services – Routers Prohibited	QTY	Incentive	Base	On-Site	Total
a. Premium Internet Service		\$1,095	\$1,395	\$1,674	
b. Additional Devices for Premium Service		\$150	\$185	\$222	
c. Upgrade to Public IP Address for Premium Internet Service		\$199	\$299	\$358	
d. Basic Internet Service		\$695	\$895	\$1,074	
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps		\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps		\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps		\$7,850	\$9,810	\$11,772	
d. Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
Higher Bandwidth Services Available Online		www.ccpi.net/order/wsc.asp			
3. Internet Equipment & Labor					
a. Switch Rental – up to 24 ports		\$185	\$225	\$270	
b. Patch Cable (up to 50') – Cat5e		\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour		\$125	\$125	\$125	
4. Voice Services: PBX Service – Domestic LD Included					
a. Single Line – <input type="checkbox"/> Instrument, <input type="checkbox"/> Non Dial 9, <input type="checkbox"/> Int'l LD		\$275	\$345	\$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		\$415	\$520	\$624	
c. Speaker Phone Line w/ Polycom Instrument		\$465	\$575	\$690	
5. Special Quote – Attachment A or Statement of Work (if applicable)					
6. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)					
For extension of 3rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.					
Send Completed Orders with Payment and Floor Plan To: SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com		SUBTOTAL			
		ESTIMATED 10% TAX / FEES			
		GRAND TOTAL			
For Smart City Use Only:		Customer No: 2015 - 020 -			

INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT

Network Security Declaration

Center: Washington State CC (020) - WA
Show: ASEE-2015 Annual Conference & Exposition

Company Name: _____
Booth / Room #: _____
Customer / Ref #: 2015 - 020 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

*** **Please inform all show site personnel about the importance of Smart City's Network Security compliance issues** ***

*** **Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements** ***

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

Device(s) Operating System: _____ Total # of Devices: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated: _____ Date Security Updates Last Performed: _____ Date

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature

Date

Printed Name

Title

Floor Plan – Communications Cable

Center: Washington State CC (020) - WA

Company Name: _____

Show: ASEE-2015 Annual Conference & Exposition

Booth / Room #: _____

Customer / Ref #: 2015 - 020 -

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle# _____									
Adjacent Booth or Aisle# 									
Adjacent Booth or Aisle# _____									

X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "MDL" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "MDL" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "T".

I / H / PC / C = Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.

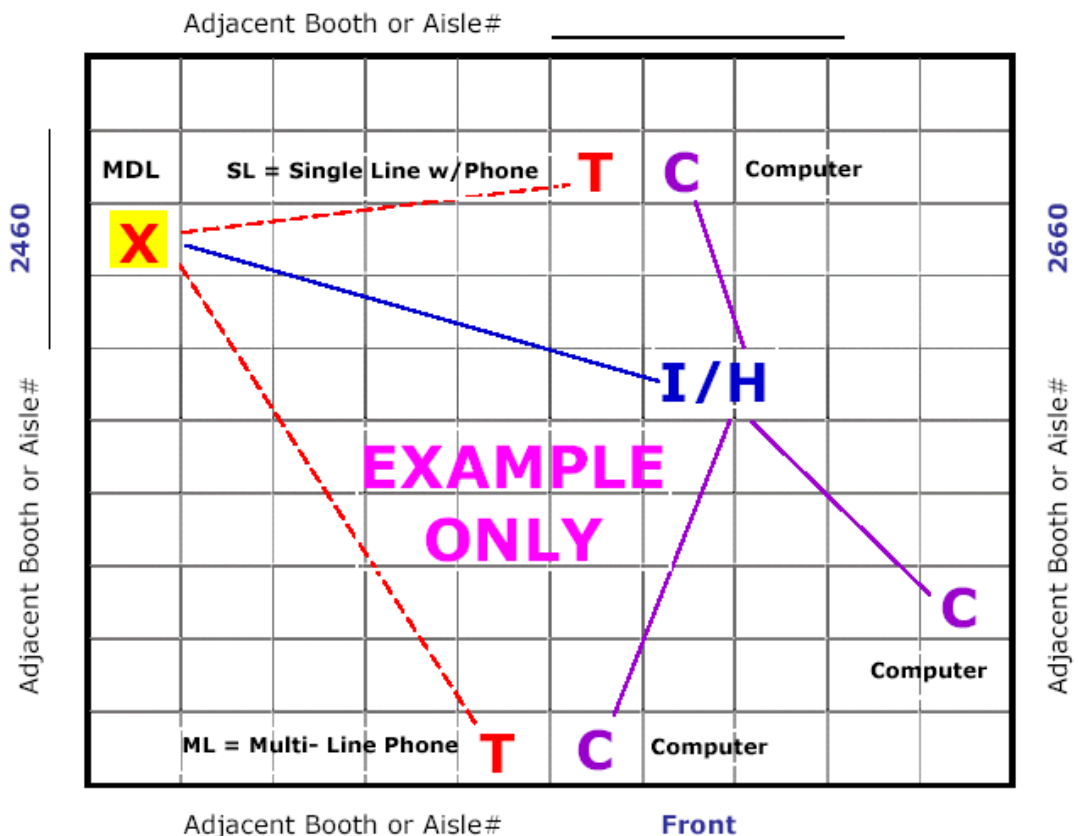
Floor Plan – Communications Cable

Center: Washington State CC (020) - WA
 Show: Example Show Name

Company Name: Example ABC Company Name
 Booth / Room #: 2 5 4 5
 Customer / Ref #: 2014 - 020 - XXX - XXXX

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

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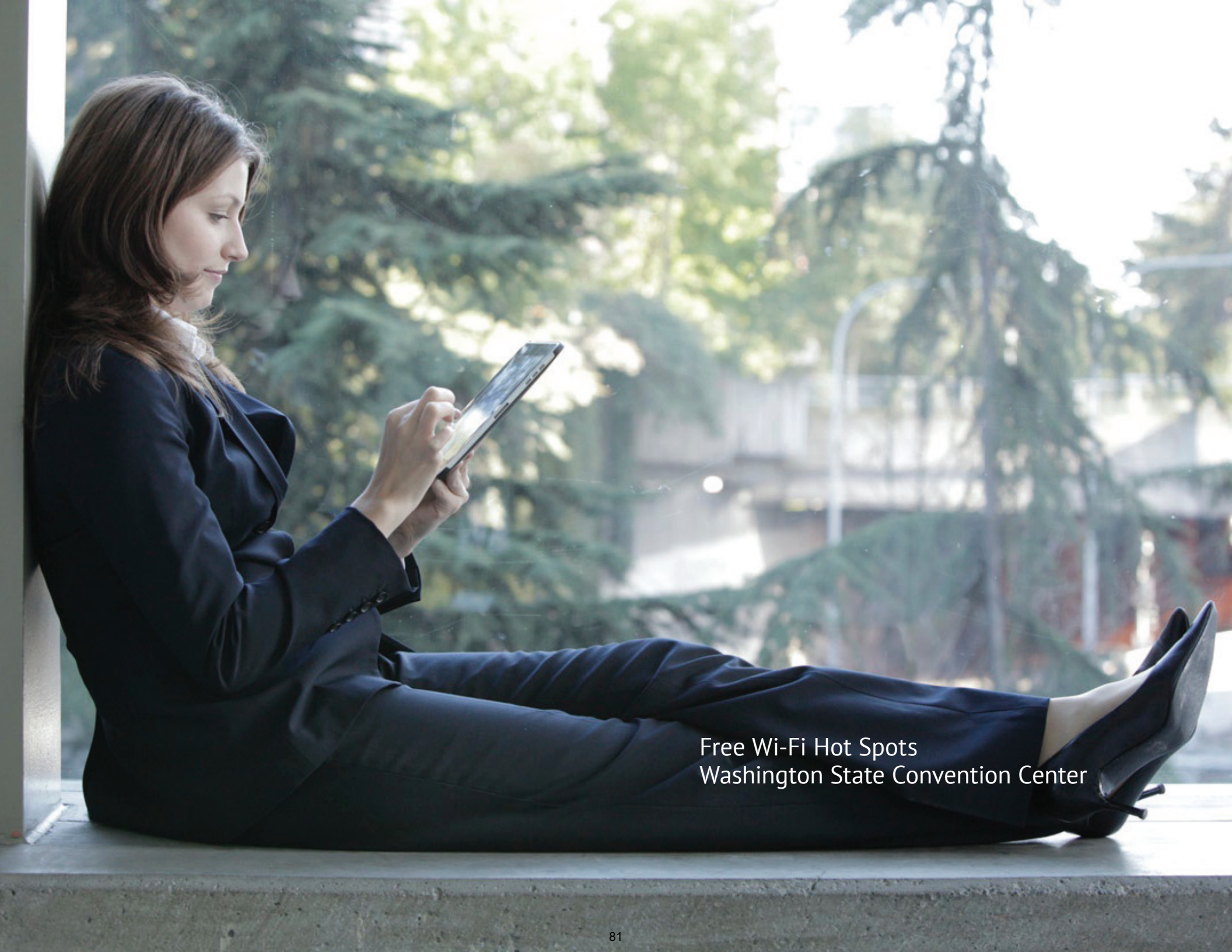
X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a “**MDL**” before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the “**MDL**” will be the back of the booth or at Smart City’s discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the “**MDL**”. A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment “**T**”.

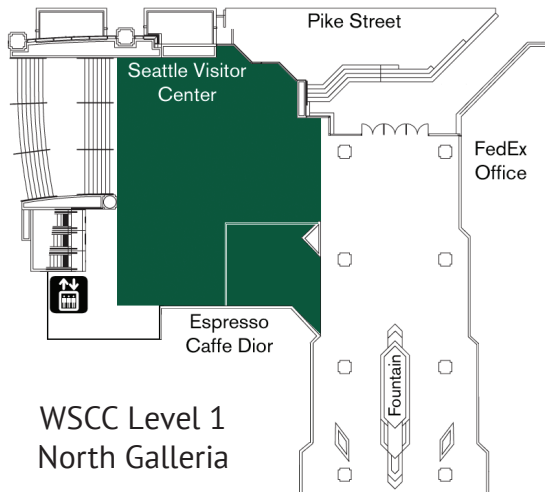
I / H / PC / C = Location of primary Internet Service “**I**”, Hubs “**H**”, Patch Cables “**PC**” and / or Computers “**C**”. For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

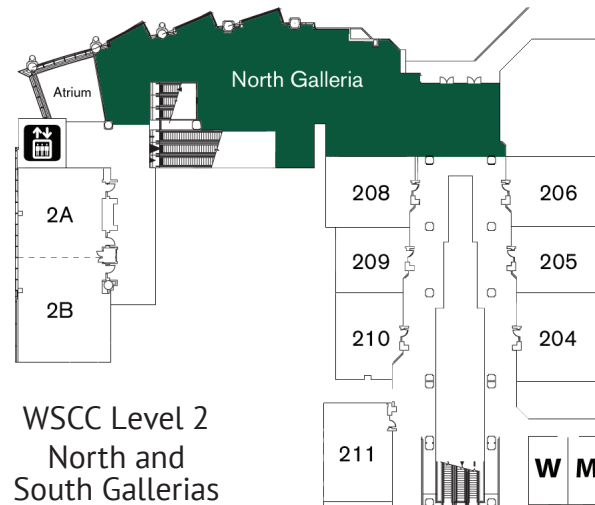
Size = Booth dimensions (example 10x10) 20 X 20 . **Scale** = 1 Box is equal to 2 ft.



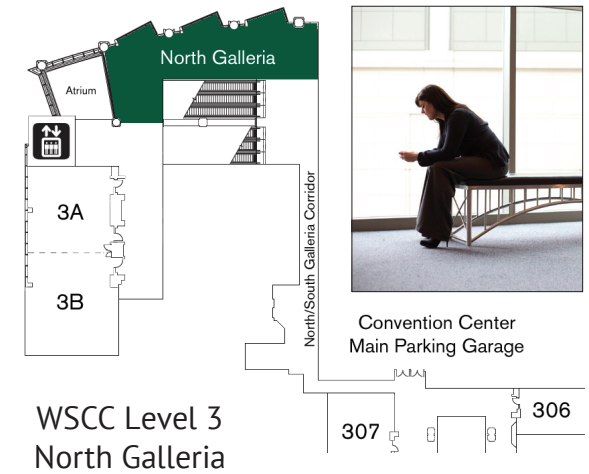
Free Wi-Fi Hot Spots
Washington State Convention Center



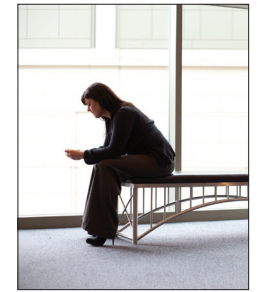
WSCC Level 1
North Galleria



WSCC Level 2
North and
South Galleries



WSCC Level 3
North Galleria

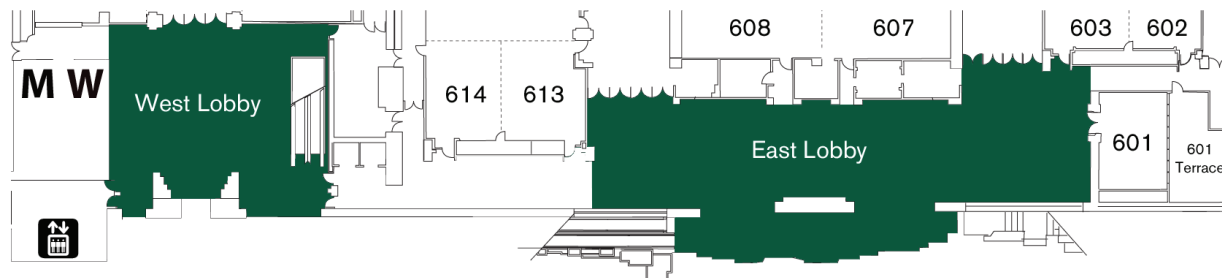


Convention Center
Main Parking Garage

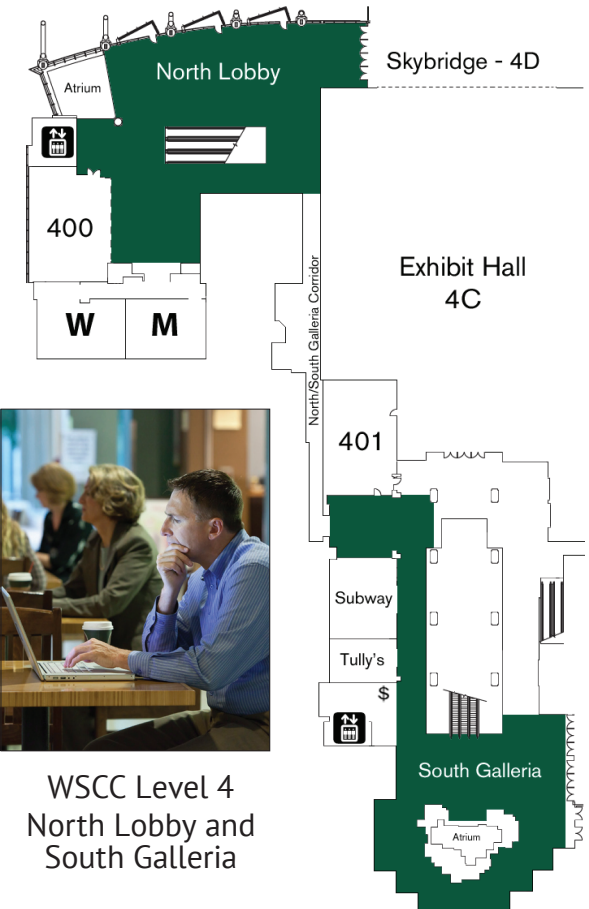
FREE WI-FI HOT SPOTS

As a service to our guests, the Washington State Convention Center offers free Wi-Fi in its client lobbies, lounge areas and pre-function spaces, as well as on Levels 1, 2, 3 and 4 of the Convention Center's Galleria.

This service provides guests with a basic wireless Internet connection to check email or surf the web at no cost. For users with more advanced connectivity needs, such as streaming video and downloading photographs or documents, upgraded Wi-Fi options are available for purchase.

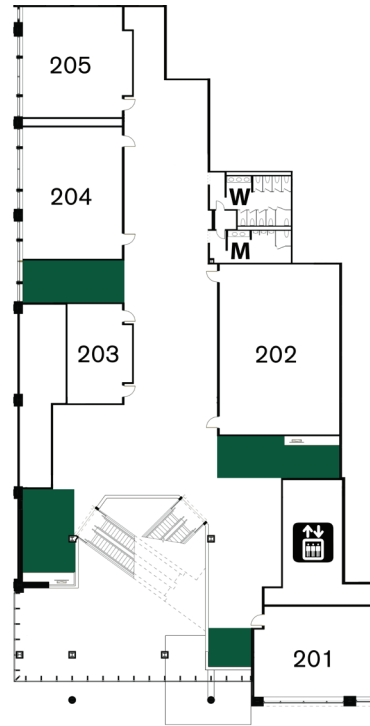
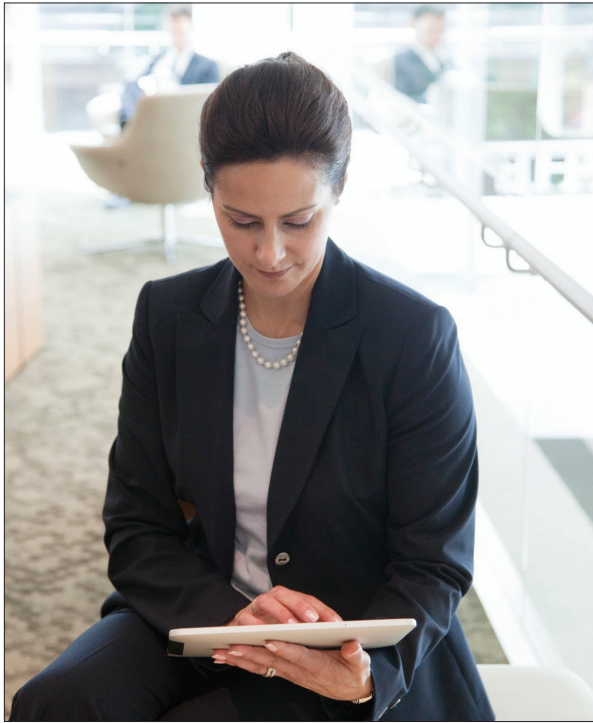


WSCC Level 6
West and East Lobbies

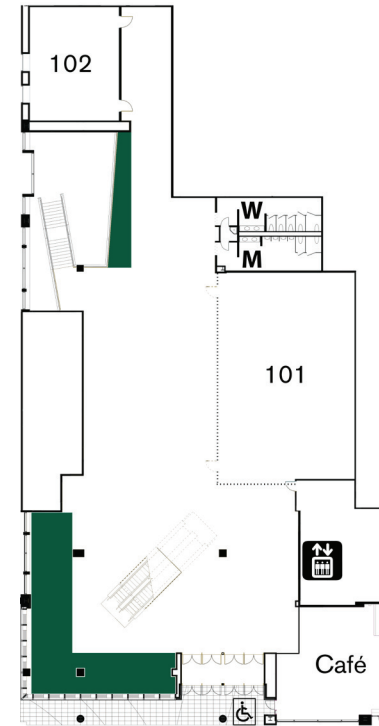


WSCC Level 4
North Lobby and
South Galleria

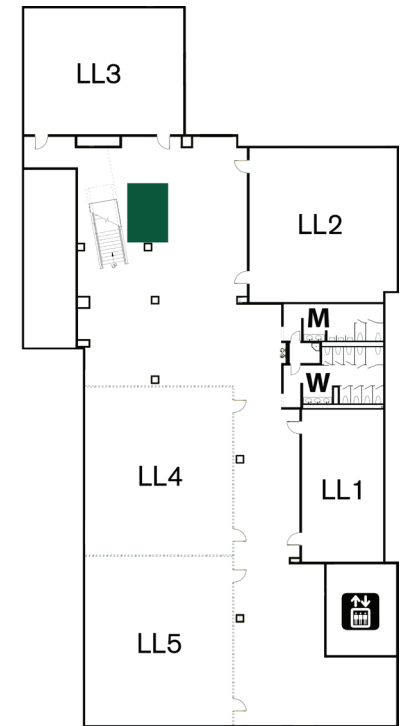




TCC Level 2

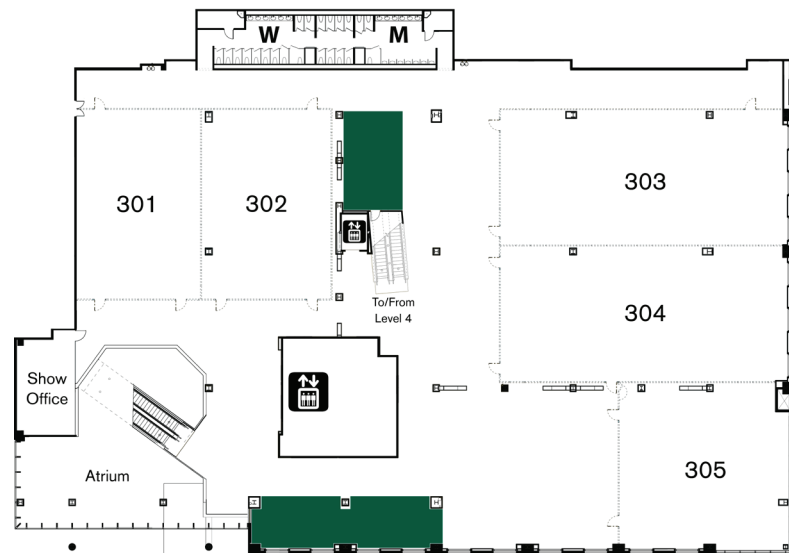


TCC Level 1



TCC Lower Level

3



TCC Level 3

FREE WI-FI LOCATIONS ARE INDICATED IN GREEN

WASHINGTON STATE CONVENTION CENTER (WSCC)

- Level 1 - In the seating area near the Seattle Visitor Center
- Level 2 - Locations in the North Galleria and the International Meeting Place
- Level 3 - Available in the North Galleria
- Level 4 - North Lobby and in the seating areas around the atrium and restaurants
- Level 6 - Available throughout the East and West Lobbies

THE CONFERENCE CENTER (TCC)

- Level 3 - In the seating areas near the atrium and Room 302
- Level 2 - Available in each of the four lounge areas
- Level 1 - Seating areas in the southwest corner and near the Lower Level stair case lower level - In the lounge area near the staircase to Level 1



Washington State Convention Center
800 Convention Place
Seattle, Washington 98101-2350
Tel 206 694-5030
Fax 206 694-5398
www.wscc.com

September 2012

Washington State Convention Center South Hand-Carried Freight Delivery Map

MAXIMUM VEHICLE HEIGHT 6'5"
NO FULL-SIZE VANS
NO TRAILERS

ONE HOUR LIMIT IN LOADING ZONES

Please contact your show management for hours of operation for your event.

Rev 9/11

**From I-5
Southbound
Stewart St.
Exit #166**

From I-5 Southbound

- I-5 Southbound
- Stewart Street Exit (#166)
- Left on Boren Avenue
- Right on Seneca Street
- Right on 8th Avenue
- Garage entrance is on your right
- Follow signs to Hand-Carried Freight Delivery Area

From I-5 Northbound and I-90 Westbound

- I-5 Northbound
- Madison Street Exit (#164A)
- Right on Madison Street
- Left on 8th Avenue
- Garage entrance is on your right
- Follow signs to Hand-Carried Freight Delivery Area

N

**Convention Center
South Hand-Carried
Freight Loading Area**
(Use 8th Avenue entrance)

ARE YOU LOST?

Please call us anytime at
(206) 694-5080 for directions

**From I-5
Northbound
Exit #164A
Madison St.**



International Wholesale Florist

www.tradeshowflorist.net

14106 6th Ave. SW Seattle, WA 98166

Phone: 206-623-2828 / Fax: 206-623-5530

info@tradeshowflorist.net

Company _____ Booth Number _____ Install Date _____ AM ☐ PM ☐
Street Address _____ City _____ State _____ ZIP _____
Phone _____ Fax _____ Email _____ PO Number _____
Event Name _____ Event Date _____ Event Location _____
Ordered by: _____

☐ Check ☐ Discover ☐ American Express
☐ Visa ☐ Mastercard ☐ Corporate ☐ Personal

Card Number _____ Name on card _____ Exp. Date _____

Flowers and plants say it best! Add flowers and plants to your booth or stage or special event to complete the visual ambiance with style and warmth, thereby providing the finished look that you want to show your guests and customers.

Green Plant Rental

(If not specifically requested, the green plants will be from a selection of Ficus, Schefflera, Palm, Dracaena, Spathiphyllum & others. Decorative containers holding the plants will be assumed to be black contemporary cylinders unless white or terracotta or baskets are requested. Other containers and Bamboo and Northwest trees and foliage are also available upon special request.)

Quantity	Price	TOTAL
_____ 3' Plant	39.50	_____
_____ 4' Plant	49.50	_____
_____ 5' Plant	59.50	_____
_____ 6' Plant	69.50	_____
_____ 7' Plant	79.50	_____
_____ Small Fern (6" Pot) <input type="checkbox"/> Ivy <input type="checkbox"/> table top plant	25.00	_____
_____ Large Fern (10" Pot) <input type="checkbox"/> Ivy <input type="checkbox"/> Pathos	35.00	_____

Blooming Plant Rental

Quantity	Price	TOTAL
_____ Chrysanthemum <input type="checkbox"/> Yellow <input type="checkbox"/> White <input type="checkbox"/> Other*	20.00	_____
_____ Begonia or Kolanchoe <input type="checkbox"/> Red <input type="checkbox"/> Orange <input type="checkbox"/> Other*	25.00	_____
_____ Azalea or Cyclamen <input type="checkbox"/> Red <input type="checkbox"/> Pink <input type="checkbox"/> Other*	30.00	_____
_____ Bromeliad <input type="checkbox"/> Red <input type="checkbox"/> Pink <input type="checkbox"/> Other*	35.00	_____
_____ Hydrangea <input type="checkbox"/> Blue <input type="checkbox"/> Pink <input type="checkbox"/> White	35.00	_____

Fresh Flower Designs

(Unless otherwise specified all arrangements will be designed in a vase with a traditional & colorful all round style)

Quantity	Price	TOTAL
_____ Arrangements, Small (approx. 1 ft. to 1.5 ft.)	45.00	_____
_____ Arrangements, Medium (approx. 1.5 ft. to 2 ft.)	65.00	_____
_____ Arrangements, Large (approx. 2 ft. to 3 ft.)	85.00	_____

For tropical flowers in arrangements, please add \$10.00 dollars and check this box ☐

* Special Requests:

Subtotal _____
Delivery \$10.00
9.5% Sales Tax _____
(Per Washington Law, Delivery is Taxed)
GRAND TOTAL _____

Payment Policy: All orders must be paid in full prior to delivery.

Quantity Order Discounts: Available upon request for budgets exceeding \$350.

Rental Policy: Unless other arrangements have been made all items to be left in booth at end of show. All prices include installation, servicing, container, & removal. Substitutions (same size, different plant) may be necessary due to availability and at the discretion of IWF.

Cancellation Policy: Items canceled within three days of the show will be charged at 50% of original order.

American Society For Engineering Education Annual Conference
 Washington State Convention Center
 June 14 - 16, 2015

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